



The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

Here is the specific information for this meeting.

Library Board Meeting

Time: Apr 15, 2020 06:30 PM Central Time (US and Canada)

Recommended - Join meeting using your computer:

<https://zoom.us/j/6782025002>

Meeting ID: 678 202 5002

Call into the meeting:

+1 312 626 6799 US (Chicago)

Meeting ID: 678 202 5002

(If you are not in Chicago area, find your local phone number here:

<https://zoom.us/j/6782025002>)

Recommended - Join meeting using your computer:

Zoom Tips:

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.

Public Comments

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/PoyhiV7RnGcPUuF69>



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, APRIL 15, 2020

6:30 P.M.

VIRTUAL MEETING VIA ZOOM



evanston public library
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 15, 2020
6:30 PM
VIRTUAL MEETING VIA ZOOM

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes March 18, 2020
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS: *Together, We are the Library*

- A. Elimination of Overdue Fines (Discussion)

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update)

6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)

7. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

- A. Draft Equity Statement (Discussion and Action)
- B. Strategic Plan Consultant Agreement (Discussion and Action)

11. NEW BUSINESS

- A. Appointment of Nominating Committee
- B. Approval of Change in Non-Resident Card Fee (For Action)

12. ADJOURNMENT

Next Meeting: May 20, 2020 at 6:30 pm: **Virtual Meeting via Zoom**

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 18, 2020
6:00 P.M.
Remote Board Meeting

Members Present: Adam Goodman, Rachel Hayman, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto

Members Absent: Ruth Hays

Staff: Karen Danczak Lyons, Teri Campbell, Heather Norborg, John Devaney, Jill Skwerski, Connie Henegan.

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:35 pm.

Citizen Comment: There was none.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the February 19 Board Meeting-

Trustee Schapiro made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications:

Robert Crown branch library (Update)

Director Danczak-Lyons updated that the Robert Crown Community Center branch library opened with a strong response. The majority of the first few days' circulation was children and young adult material, as well as a significant amount of Spanish language material.

Equity, Diversity and Inclusion:

Review of draft Equity Statement (Discussion and Action)

This matter was moved to next month's meeting at the suggestion of President Iles for the sake of addressing urgent matters concerning the COVID-19 response.

Library Director's Report (Distributed in Advanced):

As part of the COVID-19 pandemic response, Access Services has begun creating new forms of access and removing previous barriers. The Library's website will be updated to highlight changes, indicating that services are virtual, directing patrons to those resources, and it should not suggest that the Library is closed. Library card and material loans will be automatically renewed through April. Each school has a new access card as well. District 65 is already aware of changes and is sharing information to their respective body. Staff is creating new online training tutorials. Hotspots will no longer be turned off after their loan period. Staff seek to procure additional hotspots, but noted that turn-around had previously taken weeks. Director

Danczak-Lyons confirmed that staff pay for this pay period will follow the normal schedule, and it will be reviewed after the current pay period.

The board requested that online services expanded during this time and emphasized creative flexibility for librarians to meet their goals while under current circumstances. The board also requested weekly updates to the public or board on what is new or changing in response to digital services and access during mandated social distancing and mandated self-isolation.

Staff Report:

A. Administrative Services Report (Teri Campbell)

The report was provided in writing and there was no discussion.

Board Report/Development:

Facilities Committee

The Committee met to learn of options for expansion in community areas of high priority:

5th ward facilities.

Director Danczak-Lyons and Trustee Hester scouted possible branch locations in the city's 5th Ward. Commercial offerings in the ward are limited. Four potential locations were discussed including the long-term option to become an anchor tenant when the Family Focus building is redeveloped. Size and accessibility (ADA compliance) were at issue for two of the options deemed unacceptable. Trustee Hayman suggested the old Foster school location as a another possible site.

While Director Danczak-Lyons sought guidance for the scope of this project, Trustee Hester suggested the end of 2020 as a potential deadline to know of a location. Trustee Schapiro prefers housing the future branch in the Family Focus location as a long term solution, but using the church location in the short term. More updates likely to come next month about Family Focus merger.

8th ward facilities.

City-owned space on Howard Street currently underutilized, but location would be a "considerable investment" to be code-compliant. Space would need development for its roof, restrooms, heating, and sprinklers. Devaney provided a rough estimate of \$400,000 for redevelopment which would require an adjustment in the capital budget. Board will be updated in future meetings regarding progress.

Unfinished Business:

There was none.

New Business:

Strategic Plan Consultant Agreement (Discussion and Action)

This matter was moved to next month's meeting at the suggestion of President Iles for the sake of addressing urgent matters concerning the COVID-19 response.

Library Closure (Ratification)

Trustee Schapiro moved, President Iles seconded, to ratify Director's actions to close Library facilities pursuant to CDC, Illinois Public Department of Health, and City of Evanston guidance on COVID-19.

The April 2nd All Staff Day will be rescheduled, and the library will operate as normal, whatever that entails, on that day.

Closed Session – Personnel (Library Director Evaluation and Contract)

This matter was also postponed.

Adjournment:

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Patel. Meeting adjourned at 7:49pm.

Respectfully submitted by Teri Campbell



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Office Coordinator
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: April 9, 2020

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Payroll and Fund bills list.

Payroll

March 2, 2020 through March 15, 2020	\$ 165,562.77
March 16, 2020 through March 29, 2020	\$ 161,720.03

Library Fund Bills List

March 24, 2020	\$ 155,259.15
(includes January 2020 purchasing card expenses of \$13,318.68)	
April 14, 2020	\$ 74,392.91

Attachments: Bills Lists, Purchasing Card

BILLS LIST

PERIOD ENDING 03.24.2020

Vendor	Invoice No.	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND						
Department 48 - LIBRARY						
Business Unit 4805 - EARLY LEARNING & LITERACY						
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	2035069435	ADULT BOOKS	02/13/2020	03/24/2020	1,026.95	
100474 - BAKER & TAYLOR	2035083289	ADULT BOOKS	02/17/2020	03/24/2020	988.13	
100474 - BAKER & TAYLOR	2035066784	ADULT BOOKS	02/17/2020	03/24/2020	1,479.13	
100474 - BAKER & TAYLOR	2035066767	ADULT BOOKS	02/18/2020	03/24/2020	133.70	
100474 - BAKER & TAYLOR	2035074743	ADULT BOOKS	02/19/2020	03/24/2020	1,146.84	
100474 - BAKER & TAYLOR	2035087121	ADULT BOOKS	02/19/2020	03/24/2020	1,090.67	
100474 - BAKER & TAYLOR	2035087778	ADULT BOOKS	02/19/2020	03/24/2020	141.81	
100474 - BAKER & TAYLOR	2035092094	ADULT BOOKS	02/21/2020	03/24/2020	530.55	
100474 - BAKER & TAYLOR	2035090971	ADULT BOOKS	02/21/2020	03/24/2020	781.23	
100474 - BAKER & TAYLOR	2035119169	ADULT BOOKS	02/24/2020	03/24/2020	390.11	
100474 - BAKER & TAYLOR	2035097183	ADULT BOOKS	02/25/2020	03/24/2020	10.68	
100474 - BAKER & TAYLOR	2035117549	ADULT BOOKS	02/26/2020	03/24/2020	1,203.72	
100474 - BAKER & TAYLOR	2035100740	ADULT BOOKS	02/26/2020	03/24/2020	1,314.72	
186504 - THE COMIX REVOLUTION, INC.	096722	JUV BOOKS	02/13/2020	03/24/2020	43.87	
Account 65630 - LIBRARY BOOKS Totals					14	\$10,282.11
Account 65641 - AUDIO VISUAL COLLECTIONS						
324163 - FINDAWAY WORLD, LLC	313653	JUV AV	02/11/2020	03/24/2020	754.85	
324163 - FINDAWAY WORLD, LLC	315357	JUV AV	02/20/2020	03/24/2020	730.49	
324163 - FINDAWAY WORLD, LLC	316173	JUV AV	02/27/2020	03/24/2020	54.99	
324163 - FINDAWAY WORLD, LLC	316255	JUV AV	02/28/2020	03/24/2020	44.99	
103424 - MIDWEST TAPE	98602599	JUV AV	02/12/2020	03/24/2020	69.98	
103424 - MIDWEST TAPE	98607790	JUV AV	02/13/2020	03/24/2020	104.40	
103424 - MIDWEST TAPE	98607759	JUV AV	02/13/2020	03/24/2020	264.90	
103424 - MIDWEST TAPE	98641809	JUV AV	02/21/2020	03/24/2020	91.44	
103424 - MIDWEST TAPE	98629893	JUV AV	02/18/2020	03/24/2020	93.18	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					9	\$2,209.22
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					23	\$12,491.33
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 62341 - INTERNET SOLUTION PROVIDERS						
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	1000120715-1	LEARNING EXPRESS LIBRARY	02/14/2020	03/24/2020	6,420.00	
16334 - KANOPY	186199-PPU	AD ONLINE RESOURCES	02/29/2020	03/24/2020	1,201.00	
103424 - MIDWEST TAPE	98691228	ADULT ONLINE RESOURCES	02/29/2020	03/24/2020	3,465.71	
16465 - TUMBLEWEED PRESS, INC.	98644	TUMBLE PLATINUM RENEWAL #98644	03/03/2020	03/24/2020	4,000.00	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals					4	\$15,086.71
Account 65100 - LIBRARY SUPPLIES						
17295 - JULIE RAND	02.24.2020	REIMBURSEMENT FOR BEE PROGRAM SUPPLIES	02/24/2020	03/24/2020	120.00	
Account 65100 - LIBRARY SUPPLIES Totals					1	\$120.00
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	2035092259	ADULT BOOKS	02/11/2019	03/24/2020	334.69	
100474 - BAKER & TAYLOR	5016015449	ADULT BOOKS	02/11/2020	03/24/2020	108.86	
100474 - BAKER & TAYLOR	501623386	ADULT BOOKS	02/12/2020	03/24/2020	9.38	
100474 - BAKER & TAYLOR	2035102416	ADULT BOOKS	02/14/2020	03/24/2020	389.73	
100474 - BAKER & TAYLOR	2035096486	ADULT BOOKS	02/17/2020	03/24/2020	1,584.58	
100474 - BAKER & TAYLOR	2035107398	ADULT BOOKS	02/17/2020	03/24/2020	1,118.91	
100474 - BAKER & TAYLOR	2035071832	ADULT BOOKS	02/17/2020	03/24/2020	393.21	
100474 - BAKER & TAYLOR	2035119054	ADULT BOOKS	02/19/2020	03/24/2020	327.02	
100474 - BAKER & TAYLOR	2035085704	ADULT BOOKS	02/19/2020	03/24/2020	421.93	
100474 - BAKER & TAYLOR	2035087908	ADULT BOOKS	02/19/2020	03/24/2020	548.05	
100474 - BAKER & TAYLOR	0000143183	ADULT BOOKS	02/20/2020	03/24/2020	10.00	
100474 - BAKER & TAYLOR	2035117106	ADULT BOOKS	02/20/2020	03/24/2020	259.74	
100474 - BAKER & TAYLOR	2035102234	ADULT BOOKS	02/21/2020	03/24/2020	1,288.84	
100474 - BAKER & TAYLOR	2035124636	ADULT BOOKS	02/22/2020	03/24/2020	265.10	
100474 - BAKER & TAYLOR	2035117796	ADULT BOOKS	02/24/2020	03/24/2020	321.46	
100474 - BAKER & TAYLOR	2035115639	ADULT BOOKS	02/25/2020	03/24/2020	1,395.82	
100474 - BAKER & TAYLOR	2035121577	ADULT BOOKS	02/25/2020	03/24/2020	778.53	
100474 - BAKER & TAYLOR	2035097183	ADULT BOOKS	02/25/2020	03/24/2020	452.88	
100474 - BAKER & TAYLOR	2035131388	ADULT BOOKS	02/26/2020	03/24/2020	355.86	
100474 - BAKER & TAYLOR	2035129581	ADULT BOOKS	02/27/2020	03/24/2020	107.07	
276974 - OVER DRIVE, INC.	01018CO20036237	ADULT EBOOKS	02/21/2020	03/24/2020	115.98	
276974 - OVER DRIVE, INC.	01018CO20031763	ADULT EBOOKS	02/14/2020	03/24/2020	54.99	
276974 - OVER DRIVE, INC.	01018CO20031764	ADULT EBOOKS	02/14/2020	03/24/2020	1,075.33	
276974 - OVER DRIVE, INC.	01018CO20031776	ADULT EBOOKS	02/14/2020	03/24/2020	1,033.94	
276974 - OVER DRIVE, INC.	01018CO20032694	ADULT EBOOKS	02/17/2020	03/24/2020	1,892.85	
276974 - OVER DRIVE, INC.	01018MA20041955	ADULT EBOOKS	02/29/2020	03/24/2020	430.41	
276974 - OVER DRIVE, INC.	01018CO20040866	ADULT EBOOKS	02/28/2020	03/24/2020	130.00	
Account 65630 - LIBRARY BOOKS Totals					27	\$15,205.16
Account 65635 - PERIODICALS						
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	2005158	ADULT PERIODICALS	02/13/2020	03/24/2020	29.54	
Account 65635 - PERIODICALS Totals					1	\$29.54
Account 65641 - AUDIO VISUAL COLLECTIONS						
100655 - BLACKSTONE PUBLISHING	1162974	ADULT AV	02/06/2020	03/24/2020	108.72	
103424 - MIDWEST TAPE	98601978	ADULT AV	02/11/2020	03/24/2020	132.45	
103424 - MIDWEST TAPE	98601990	ADULT AV	02/11/2020	03/24/2020	79.47	
103424 - MIDWEST TAPE	98601979	ADULT AV	02/11/2020	03/24/2020	26.49	
103424 - MIDWEST TAPE	98601977	ADULT AV	02/11/2020	03/24/2020	22.74	
103424 - MIDWEST TAPE	98601976	ADULT AV	02/11/2020	03/24/2020	93.18	
103424 - MIDWEST TAPE	98601974	ADULT AV	02/11/2020	03/24/2020	68.22	
103424 - MIDWEST TAPE	98607758	ADULT AV	02/13/2020	03/24/2020	27.04	
103424 - MIDWEST TAPE	98629894	ADULT AV	02/18/2020	03/24/2020	211.92	
103424 - MIDWEST TAPE	98629892	ADULT AV	02/18/2020	03/24/2020	103.62	
103424 - MIDWEST TAPE	98629895	ADULT AV	02/18/2020	03/24/2020	212.40	
103424 - MIDWEST TAPE	98629896	ADULT AV	02/18/2020	03/24/2020	445.32	
103424 - MIDWEST TAPE	98641994	ADULT AV	02/21/2020	03/24/2020	22.74	
103424 - MIDWEST TAPE	98641993	ADULT AV	02/21/2020	03/24/2020	15.24	
103424 - MIDWEST TAPE	98641996	ADULT AV	02/21/2020	03/24/2020	26.49	
103424 - MIDWEST TAPE	98671109	ADULT AV	02/27/2020	03/24/2020	45.48	
103424 - MIDWEST TAPE	98671640	ADULT AV	02/27/2020	03/24/2020	40.98	
103424 - MIDWEST TAPE	98671641	ADULT AV	02/27/2020	03/24/2020	27.99	
103424 - MIDWEST TAPE	98671643	ADULT AV	02/27/2020	03/24/2020	37.09	
103424 - MIDWEST TAPE	98671642	ADULT AV	02/27/2020	03/24/2020	108.96	
103424 - MIDWEST TAPE	98641992	ADULT AV	02/21/2020	03/24/2020	26.49	
103424 - MIDWEST TAPE	98641995	ADULT AV	02/21/2020	03/24/2020	46.98	
103424 - MIDWEST TAPE	98641990	ADULT AV	02/21/2020	03/24/2020	105.96	
103424 - MIDWEST TAPE	98671645	ADULT AV	02/27/2020	03/24/2020	314.88	

BILLS LIST

PERIOD ENDING 03.24.2020

Vendor	Invoice No.	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	98629891	ADULT AV	02/18/2020	03/24/2020	22.74
104325 - RECORDED BOOKS INC.	76610884	ADULT AV	02/11/2020	03/24/2020	36.00
104325 - RECORDED BOOKS INC.	76611959	ADULT AV	02/12/2020	03/24/2020	22.45
Account 65641 - AUDIO VISUAL COLLECTIONS Totals 27					\$2,432.04
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals 60					\$32,873.45
Business Unit 4820 - ACCESS SERVICES					
Account 52610 - LIBRARY FINES & FEES					
121187 - UNIQUE MANAGEMENT SERVICES	593022	COLLECTION CHARGES	03/01/2020	03/24/2020	205.85
Account 52610 - LIBRARY FINES & FEES Totals 1					\$205.85
Account 62340 - IT COMPUTER SOFTWARE					
137361 - COOPERATIVE COMPUTER SERVICES	1683	MARCH 2020 LIBRARY CHARGES	03/05/2020	03/24/2020	50.00
Account 62340 - IT COMPUTER SOFTWARE Totals 1					\$50.00
Account 65100 - LIBRARY SUPPLIES					
100736 - BRODART COMPANY	552534	OFFICE SUPPLIES	02/28/2020	03/24/2020	37.31
101406 - DEMCO, INC.	6723819-2	OFFICE SUPPLIES	11/15/2019	03/24/2020	165.23
101406 - DEMCO, INC.	6781782	OFFICE SUPPLIES	03/02/2020	03/24/2020	628.06
229065 - DIRECT PAPER SUPPLY	284920A	THERMAL QUOTE#284840A	02/25/2020	03/24/2020	606.40
17263 - SWAN LIBRARY SERVICES	6920	REPLACEMENT MATERIALS	07/18/2019	03/24/2020	68.00
206940 - ULINE	117271672	OFFICE SUPPLIES	02/21/2020	03/24/2020	41.52
206940 - ULINE	117272786	OFFICE SUPPLIES	02/21/2020	03/24/2020	72.40
Account 65100 - LIBRARY SUPPLIES Totals 7					\$1,618.92
Business Unit 4820 - ACCESS SERVICES Totals 9					\$1,874.77
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 62375 - RENTALS					
309006 - ESSKAY DEVELOPMENT LLC	RENT APR 2020	RENT FOR CHICAGO AVE/MAIN ST LOCATION	03/06/2020	03/24/2020	4,900.31
Account 62375 - RENTALS Totals 1					\$4,900.31
Account 64015 - NATURAL GAS					
103745 - NICOR GAS	4214348 03.09.20	CAMS NATURAL GAS	03/09/2020	03/24/2020	111.60
Account 64015 - NATURAL GAS Totals 1					\$111.60
Account 65100 - LIBRARY SUPPLIES					
105711 - 4IMPRINT, INC.	8183732	ROBERT CROWN BUTTONS	02/25/2020	03/24/2020	423.45
105711 - 4IMPRINT, INC.	8225777	ROBERT BROWN MAGNETIC BOOKMARKS	03/10/2020	03/24/2020	424.00
101406 - DEMCO, INC.	6777181	ROBERT CROWN OFFICE SUPPLIES	02/24/2020	03/24/2020	666.79
Account 65100 - LIBRARY SUPPLIES Totals 3					\$1,514.24
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	2035092259	ADULT BOOKS	02/11/2019	03/24/2020	638.40
100474 - BAKER & TAYLOR	2035107839	ADULT BOOKS	02/11/2020	03/24/2020	22.10
100474 - BAKER & TAYLOR	2035066767	ADULT BOOKS	02/18/2020	03/24/2020	117.22
100474 - BAKER & TAYLOR	2035074720	ADULT BOOKS	02/18/2020	03/24/2020	486.95
100474 - BAKER & TAYLOR	2035090971	ADULT BOOKS	02/21/2020	03/24/2020	83.39
100474 - BAKER & TAYLOR	2035102234	ADULT BOOKS	02/21/2020	03/24/2020	85.88
100474 - BAKER & TAYLOR	2035124636	ADULT BOOKS	02/22/2020	03/24/2020	170.55
100474 - BAKER & TAYLOR	2035121577	ADULT BOOKS	02/25/2020	03/24/2020	78.51
100474 - BAKER & TAYLOR	2035135131	ADULT BOOKS	02/27/2020	03/24/2020	1,284.87
Account 65630 - LIBRARY BOOKS Totals 9					\$2,967.87
Account 65635 - PERIODICALS					
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	1595181	ENGAGEMENT SERVICES PERIODICALS	02/19/2020	03/24/2020	379.22
Account 65635 - PERIODICALS Totals 1					\$379.22
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	H43468950	ROBERT CROWN ADULT PRINT	01/22/2020	03/24/2020	1,097.77
100474 - BAKER & TAYLOR	H43466090	ROBERT CROWN ADULT PRINT	01/22/2020	03/24/2020	1,262.58
100474 - BAKER & TAYLOR	H43469220	ROBERT CROWN ADULT PRINT	01/22/2020	03/24/2020	1,070.47
100474 - BAKER & TAYLOR	H43477930	ROBERT CROWN ADULT PRINT	01/23/2020	03/24/2020	120.01
100474 - BAKER & TAYLOR	H43521840	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	70.47
100474 - BAKER & TAYLOR	2035055566	ROBERT CROWN ADULT PRINT	02/06/2020	03/24/2020	110.03
100474 - BAKER & TAYLOR	H43581550	ROBERT CROWN ADULT PRINT	02/10/2020	03/24/2020	154.98
100474 - BAKER & TAYLOR	2035055531	ROBERT CROWN ADULT PRINT	02/12/2020	03/24/2020	1,903.68
100474 - BAKER & TAYLOR	2035104092	ROBERT CROWN ADULT PRINT	02/17/2020	03/24/2020	114.16
100474 - BAKER & TAYLOR	2035119479	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	18.69
100474 - BAKER & TAYLOR	2035119347	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	79.54
100474 - BAKER & TAYLOR	2035115795	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	63.34
100474 - BAKER & TAYLOR	2035119478	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	61.20
100474 - BAKER & TAYLOR	2035115797	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	12.47
100474 - BAKER & TAYLOR	2035119476	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	29.21
100474 - BAKER & TAYLOR	2035115799	ROBERT CROWN ADULT PRINT	02/19/2020	03/24/2020	39.94
100474 - BAKER & TAYLOR	2035119330	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	80.53
100474 - BAKER & TAYLOR	2035115794	ROBERT CROWN ADULT PRINT	02/20/2020	03/24/2020	144.20
100474 - BAKER & TAYLOR	2035119332	ROBERT CROWN ADULT PRINT	02/21/2020	03/24/2020	255.89
100474 - BAKER & TAYLOR	2035119331	ROBERT CROWN ADULT PRINT	02/21/2020	03/24/2020	173.78
100474 - BAKER & TAYLOR	2035119474	ROBERT CROWN ADULT PRINT	02/22/2020	03/24/2020	78.16
100474 - BAKER & TAYLOR	2035130915	ROBERT CROWN ADULT PRINT	02/26/2020	03/24/2020	924.80
100474 - BAKER & TAYLOR	2035119342	ROBERT CROWN ADULT PRINT	02/27/2020	03/24/2020	106.23
100474 - BAKER & TAYLOR	2035000294	ROBERT CROWN ADULT PRINT	01/23/2020	03/24/2020	1,269.69
Account 65641 - AUDIO VISUAL COLLECTIONS Totals 24					\$9,241.82
Business Unit 4825 - ENGAGEMENT SERVICES Totals 39					\$19,115.06
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
278554 - ENVISIONWARE, INC.	INV-US-46127	PC RESERVATION	01/04/2020	03/24/2020	1,144.15
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	10270	SCAN STATION UPGRADE AND SCANNER	02/17/2020	03/24/2020	3,770.00
Account 62340 - IT COMPUTER SOFTWARE Totals 2					\$4,914.15
Account 62341 - INTERNET SOLUTION PROVIDERS					
104897 - SPRINT	984243671-048	MOBILE HOTSPOTS	03/04/2020	03/24/2020	3,854.19
Account 62341 - INTERNET SOLUTION PROVIDERS Totals 1					\$3,854.19
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	2035066767	ADULT BOOKS	02/18/2020	03/24/2020	222.79
Account 65630 - LIBRARY BOOKS Totals 1					\$222.79
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals 4					\$8,991.13
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	4044044199	MAT SERVICE	02/28/2020	03/24/2020	352.05
151986 - CINTAS CORPORATION #769	404532795	MAT SERVICES	03/13/2020	03/24/2020	352.05
298493 - CONQUEST PEST SOLUTIONS	94925	PEST SOLUTION	03/02/2020	03/24/2020	210.00
298493 - CONQUEST PEST SOLUTIONS	95648	PEST CONTROL	03/12/2020	03/24/2020	145.00
104729 - SIEMENS INDUSTRY, INC.	5445908597	BUILDING AUTOMATION SERVICE AGREEMENT	02/25/2020	03/24/2020	11,930.00
145106 - TOTAL BUILDING SERVICES	0048791-IN	JANITORIAL SERVICES 2020	03/03/2020	03/24/2020	9,390.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals 6					\$22,379.10

BILLS LIST

PERIOD ENDING 03.24.2020

Vendor	Invoice No.	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Account 64505 - TELECOMMUNICATIONS					
154298 - CALL ONE	214494	COMMUNICATION CHARGES MARCH 2020	03/15/2020	03/24/2020	9,689.20
Account 64505 - TELECOMMUNICATIONS Totals 1					\$9,689.20
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	147260	JANITORIAL SUPPLIES	02/17/2020	03/24/2020	71.65
10546 - SUPERIOR INDUSTRIAL SUPPLY	147419	JANITORIAL SUPPLIES	02/19/2020	03/24/2020	717.31
10546 - SUPERIOR INDUSTRIAL SUPPLY	148370	JANITORIAL SUPPLIES	03/12/2020	03/24/2020	710.00
Account 65040 - JANITORIAL SUPPLIES Totals 3					\$1,498.96
Account 65050 - BLDG MAINTENANCE MATERIAL					
151986 - CINTAS CORPORATION #769	4043401775	MAT SERVICE	02/21/2020	03/24/2020	352.05
101063 - CINTAS FIRST AID & SUPPLY	5016206315	FIRST AID CABINET	02/25/2020	03/24/2020	70.99
12896 - MC SALES COMPANY	459	COINBOXES ANNUAL MAINTENANCE	03/05/2020	03/24/2020	2,277.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	03/03/2020	HAND SANITIZER STATION	03/03/2020	03/24/2020	131.55
Account 65050 - BLDG MAINTENANCE MATERIAL Totals 4					\$2,831.59
Account 65100 - LIBRARY SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	147667	JANITORIAL SUPPLIES	02/25/2020	03/24/2020	28.05
10546 - SUPERIOR INDUSTRIAL SUPPLY	147419A	JANITORIAL SUPPLIES	02/21/2020	03/24/2020	27.90
Account 65100 - LIBRARY SUPPLIES Totals 2					\$55.95
Business Unit 4840 - LIBRARY MAINTENANCE Totals 16					\$36,454.80
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
11582 - MARY KLING	03.06.2020	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	03/06/2020	03/24/2020	1,861.00
12151 - MULTILINGUAL CONNECTIONS LLC	26093	SUMMER READING MATERIAL TRANSLATION	02/26/2020	03/24/2020	95.00
12151 - MULTILINGUAL CONNECTIONS LLC	26084	EPL PRESS RELEASE - TRANSLATION FEE	02/25/2020	03/24/2020	96.30
16999 - STEPHEN B. STARR DESIGN, INC.	2672	EPL 2019 ANNUAL REPORT DESIGN	03/09/2020	03/24/2020	1,726.34
16999 - STEPHEN B. STARR DESIGN, INC.	2673	EPL 2019 ANNUAL REPORT REMITTANCE DESIGN	03/09/2020	03/24/2020	360.00
16999 - STEPHEN B. STARR DESIGN, INC.	2661	EPL PODCAST BOOKMARK DESIGN	02/04/2020	03/24/2020	274.00
16999 - STEPHEN B. STARR DESIGN, INC.	2674	EPL SUMMER READING DESIGN	03/11/2020	03/24/2020	1,066.67
102739 - STEVE JOHNSON CONNECTS	2020-8	PROFESSIONAL SERVICE	03/21/2020	03/24/2020	175.00
Account 62185 - CONSULTING SERVICES Totals 8					\$5,654.31
Account 62295 - TRAINING & TRAVEL					
13233 - HEATHER NORBORG	03.03.2020	PLA CONFERENCE REIMBURSEMENT FOR H NORBORG	03/03/2020	03/24/2020	234.64
17296 - HEATHER ROSS	03.02.2020	PLA CONFERENCE REIMBURSEMENT FOR H ROSS	03/02/2020	03/24/2020	314.30
208762 - JILL SKWERSKI	03.05.2020	PLA CONFERENCE REIMBURSEMENT FOR J SKWERSKI	03/05/2020	03/24/2020	1,418.84
14126 - RENEE NEUMEIER	02.28.2020	TRAVEL REIMBURSEMENT FOR R NEUMEIER SXSW	02/28/2020	03/24/2020	496.60
315631 - TIMOTHY LONGO	03.02.2020	PLA CONFERENCE REIMBURSEMENT FOR T LONGO	03/02/2020	03/24/2020	1,862.42
Account 62295 - TRAINING & TRAVEL Totals 5					\$4,326.80
Account 62380 - COPY MACHINE CHARGES					
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	IN2296638	COPIER CHARGES	02/27/2020	03/24/2020	773.92
105654 - XEROX CORP.	099769703	COPYING SERVICE	03/05/2020	03/24/2020	16.80
105654 - XEROX CORP.	099769702	COPYING SERVICE	03/05/2020	03/24/2020	16.80
105654 - XEROX CORP.	099769701	COPYING SERVICE	03/05/2020	03/24/2020	16.80
105654 - XEROX CORP.	099769700	COPYING SERVICE	03/05/2020	03/24/2020	16.80
105654 - XEROX CORP.	099769704	COPYING SERVICE	03/05/2020	03/24/2020	16.80
105654 - XEROX CORP.	099626568	COPYING SERVICE	03/01/2020	03/24/2020	314.18
Account 62380 - COPY MACHINE CHARGES Totals 7					\$1,172.10
Account 64540 - TELECOMMUNICATIONS - WIRELESS					
14093 - VERIZON NETWORKFLEET, INC.	OSV00002028060	AVL TRACKERS	03/01/2020	03/24/2020	18.95
Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals 1					\$18.95
Account 65095 - OFFICE SUPPLIES					
103883 - OFFICE DEPOT	44279795001	44279795001	02/13/2020	03/24/2020	23.96
103883 - OFFICE DEPOT	442797904001	OFFICE SUPPLIES	02/13/2020	03/24/2020	131.72
103883 - OFFICE DEPOT	442797903001	OFFICE SUPPLIES	02/13/2020	03/24/2020	143.99
103883 - OFFICE DEPOT	442792926001	OFFICE SUPPLIES	02/13/2020	03/24/2020	178.70
103883 - OFFICE DEPOT	443958766001	OFFICE SUPPLIES	02/17/2020	03/24/2020	84.99
103883 - OFFICE DEPOT	443958764001	OFFICE SUPPLIES	02/18/2020	03/24/2020	78.09
103883 - OFFICE DEPOT	443958761001	OFFICE SUPPLIES	02/15/2020	03/24/2020	254.05
103883 - OFFICE DEPOT	443958760001	OFFICE SUPPLIES	02/17/2020	03/24/2020	24.84
103883 - OFFICE DEPOT	443951381001	OFFICE SUPPLIES	02/17/2020	03/24/2020	699.76
14126 - RENEE NEUMEIER	02.28.2020 2	REIMBURSEMENT FOR R NEUMEIER	02/28/2020	03/24/2020	771.96
Account 65095 - OFFICE SUPPLIES Totals 10					\$2,392.06
Business Unit 4845 - LIBRARY ADMINISTRATION Totals 31					\$13,564.22
Business Unit 4850 - LIBRARY GRANTS					
Account 62185 - CONSULTING SERVICES					
16979 - MARCUS PRINCE	NU CS FOR ALL#10	NU CS FOR ALL #10	03/09/2020	03/24/2020	1,080.00
16979 - MARCUS PRINCE	NU CS #11	NORTHWESTERN CS FOR ALL	03/23/2020	03/24/2020	1,080.00
Account 62185 - CONSULTING SERVICES Totals 2					\$2,160.00
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	2035102109	ADULT BOOKS	02/11/2020	03/24/2020	561.38
Account 65100 - LIBRARY SUPPLIES Totals 1					\$561.38
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	2035092259	ADULT BOOKS	02/11/2019	03/24/2020	14.69
100474 - BAKER & TAYLOR	2035058605	ROBERT CROWN ADULT PRINT	01/22/2020	03/24/2020	45.99
100474 - BAKER & TAYLOR	2035058618	ROBERT CROWN ADULT PRINT	01/22/2020	03/24/2020	50.94
100474 - BAKER & TAYLOR	2035054389	ROBERT CROWN ADULT PRINT	01/22/2020	03/24/2020	59.94
100474 - BAKER & TAYLOR	2035054393	ROBERT CROWN ADULT PRINT	01/23/2020	03/24/2020	57.58
100474 - BAKER & TAYLOR	2035051659	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	43.64
100474 - BAKER & TAYLOR	2035051587	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	90.36
100474 - BAKER & TAYLOR	2035054378	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	310.08
100474 - BAKER & TAYLOR	2035054383	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	274.24
100474 - BAKER & TAYLOR	2035054394	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	150.38
100474 - BAKER & TAYLOR	2035054379	ROBERT CROWN ADULT PRINT	01/24/2020	03/24/2020	148.69
100474 - BAKER & TAYLOR	2035051570	ROBERT CROWN ADULT PRINT	01/27/2020	03/24/2020	153.41
100474 - BAKER & TAYLOR	2035058604	ROBERT CROWN ADULT PRINT	01/27/2020	03/24/2020	98.96
100474 - BAKER & TAYLOR	2035054381	ROBERT CROWN ADULT PRINT	01/27/2020	03/24/2020	277.01
100474 - BAKER & TAYLOR	2035054384	ROBERT CROWN ADULT PRINT	01/28/2020	03/24/2020	219.10
100474 - BAKER & TAYLOR	2035076461	ROBERT CROWN ADULT PRINT	02/05/2020	03/24/2020	83.65
100474 - BAKER & TAYLOR	2035008466	ROBERT CROWN JUV PRINT	01/18/2020	03/24/2020	352.28
100474 - BAKER & TAYLOR	2035042804	ROBERT CROWN JUV PRINT	01/20/2020	03/24/2020	514.58
100474 - BAKER & TAYLOR	2035042805	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	596.10
100474 - BAKER & TAYLOR	2035007681	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	889.60
100474 - BAKER & TAYLOR	2035054407	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	128.46
100474 - BAKER & TAYLOR	2035054405	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	25.59
100474 - BAKER & TAYLOR	2035058599	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	125.23
100474 - BAKER & TAYLOR	2035054430	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	13.60
100474 - BAKER & TAYLOR	2035054433	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	190.24
100474 - BAKER & TAYLOR	H43469280	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	204.40
100474 - BAKER & TAYLOR	2035007680	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	1,029.37

BILLS LIST

PERIOD ENDING 03.24.2020

Vendor	Invoice No.	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
100474 - BAKER & TAYLOR	H43469240	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	888.77	
100474 - BAKER & TAYLOR	H43469270	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	765.83	
100474 - BAKER & TAYLOR	2035048568	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	209.47	
100474 - BAKER & TAYLOR	2035058668	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	27.76	
100474 - BAKER & TAYLOR	2035062186	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	24.00	
100474 - BAKER & TAYLOR	2035062187	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	13.60	
100474 - BAKER & TAYLOR	2035062190	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	49.81	
100474 - BAKER & TAYLOR	2035062193	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	14.16	
100474 - BAKER & TAYLOR	2035062527	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	34.09	
100474 - BAKER & TAYLOR	2035062200	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	28.72	
100474 - BAKER & TAYLOR	2035062191	ROBERT CROWN JUV PRINT	01/23/2020	03/24/2020	32.24	
100474 - BAKER & TAYLOR	2035054431	ROBERT CROWN JUV PRINT	01/24/2020	03/24/2020	128.32	
100474 - BAKER & TAYLOR	2035062188	ROBERT CROWN JUV PRINT	01/24/2020	03/24/2020	114.57	
100474 - BAKER & TAYLOR	2035054435	ROBERT CROWN JUV PRINT	01/27/2020	03/24/2020	273.10	
100474 - BAKER & TAYLOR	2035054426	ROBERT CROWN JUV PRINT	01/27/2020	03/24/2020	160.20	
100474 - BAKER & TAYLOR	2035051576	ROBERT CROWN JUV PRINT	01/27/2020	03/24/2020	172.48	
100474 - BAKER & TAYLOR	2035054432	ROBERT CROWN JUV PRINT	01/28/2020	03/24/2020	123.53	
100474 - BAKER & TAYLOR	2035070202	ROBERT CROWN JUV PRINT	01/28/2020	03/24/2020	27.18	
100474 - BAKER & TAYLOR	2035054005	ROBERT CROWN JUV PRINT	01/28/2020	03/24/2020	286.82	
100474 - BAKER & TAYLOR	2035076463	ROBERT CROWN JUV PRINT	02/06/2020	03/24/2020	8.73	
100474 - BAKER & TAYLOR	H43469250	ROBERT CROWN JUV PRINT	02/08/2020	03/24/2020	667.54	
100474 - BAKER & TAYLOR	2035050451	ROBERT CROWN JUV PRINT	02/13/2020	03/24/2020	440.58	
100474 - BAKER & TAYLOR	2035084310	ROBERT CROWN JUV PRINT	02/14/2020	03/24/2020	372.51	
100474 - BAKER & TAYLOR	2035104107	ROBERT CROWN JUV PRINT	02/17/2020	03/24/2020	15.12	
100474 - BAKER & TAYLOR	2035093102	ROBERT CROWN JUV PRINT	02/17/2020	03/24/2020	476.28	
100474 - BAKER & TAYLOR	2035115793	ROBERT CROWN JUV PRINT	02/18/2020	03/24/2020	155.21	
100474 - BAKER & TAYLOR	2035115792	ROBERT CROWN JUV PRINT	02/20/2020	03/24/2020	37.68	
100474 - BAKER & TAYLOR	2035115791	ROBERT CROWN JUV PRINT	02/20/2020	03/24/2020	58.91	
100474 - BAKER & TAYLOR	2035119477	ROBERT CROWN JUV PRINT	02/20/2020	03/24/2020	91.60	
100474 - BAKER & TAYLOR	2035119361	ROBERT CROWN JUV PRINT	02/20/2020	03/24/2020	107.60	
100474 - BAKER & TAYLOR	2035119475	ROBERT CROWN JUV PRINT	02/20/2020	03/24/2020	17.49	
100474 - BAKER & TAYLOR	2035119334	ROBERT CROWN JUV PRINT	02/20/2020	03/24/2020	137.47	
100474 - BAKER & TAYLOR	2035119339	ROBERT CROWN JUV PRINT	02/21/2020	03/24/2020	58.40	
100474 - BAKER & TAYLOR	2035119337	ROBERT CROWN JUV PRINT	02/21/2020	03/24/2020	74.82	
100474 - BAKER & TAYLOR	2035115796	ROBERT CROWN JUV PRINT	02/22/2020	03/24/2020	31.82	
100474 - BAKER & TAYLOR	2035119336	ROBERT CROWN JUV PRINT	02/22/2020	03/24/2020	209.46	
100474 - BAKER & TAYLOR	2035128086	ROBERT CROWN JUV PRINT	02/27/2020	03/24/2020	20.94	
100474 - BAKER & TAYLOR	2035128087	ROBERT CROWN JUV PRINT	02/27/2020	03/24/2020	34.01	
100474 - BAKER & TAYLOR	2035128100	ROBERT CROWN JUV PRINT	02/27/2020	03/24/2020	20.36	
100474 - BAKER & TAYLOR	2035134489	ROBERT CROWN JUV PRINT	03/02/2020	03/24/2020	34.98	
100474 - BAKER & TAYLOR	2035119341	ROBERT CROWN JUV PRINT	02/22/2020	03/24/2020	175.97	
100474 - BAKER & TAYLOR	2035054386	ROBERT CROWN JUV PRINT	01/22/2020	03/24/2020	84.09	
					Account 65630 - LIBRARY BOOKS Totals 69	\$12,854.33
					Business Unit 4850 - LIBRARY GRANTS Totals 72	\$15,575.71
					Department 48 - LIBRARY Totals 254	\$140,940.47
					Fund 185 - LIBRARY FUND Totals 254	\$140,940.47
					Grand Totals 254	\$140,940.47

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.24.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURHASING CARD-JANUARY, 2020	13,318.68
			<u>13,318.68</u>
			<u>13,318.68</u>
		GRAND TOTAL	<u><u>154,259.15</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

BILLS LIST

PERIOD ENDING 04.14.2020

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2020	04/14/2020	125.56	
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2020	04/14/2020	390.01	
100474 - BAKER & TAYLOR	JUV PRINT	03/06/2020	04/14/2020	455.89	
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2020	04/14/2020	1,190.67	
Account 65630 - LIBRARY BOOKS Totals				4	\$2,162.13
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE	JUV AV	02/14/2020	04/14/2020	45.48	
103424 - MIDWEST TAPE	JUV AV	03/04/2020	04/14/2020	158.94	
103424 - MIDWEST TAPE	JUV AV	02/21/2020	04/14/2020	13.74	
103424 - MIDWEST TAPE	JUV AV	02/25/2020	04/14/2020	42.48	
103424 - MIDWEST TAPE	JUV AV	02/25/2020	04/14/2020	106.44	
103424 - MIDWEST TAPE	JUV AV	02/28/2020	04/14/2020	19.54	
103424 - MIDWEST TAPE	JUV AV	03/05/2020	04/14/2020	51.68	
103424 - MIDWEST TAPE	ADULT AV	03/05/2020	04/14/2020	18.24	
103424 - MIDWEST TAPE	ADULT AV	03/05/2020	04/14/2020	24.24	
103424 - MIDWEST TAPE	ADULT AV	03/05/2020	04/14/2020	52.98	
103424 - MIDWEST TAPE	JUV AV	02/19/2020	04/14/2020	22.99	
103424 - MIDWEST TAPE	JUV AV	03/04/2020	04/14/2020	79.98	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	26.49	
103424 - MIDWEST TAPE	JUV AV	03/11/2020	04/14/2020	18.48	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	54.48	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				15	\$736.18
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				19	\$2,898.31
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
101965 - CANDID	ADULT ELECTRONIC RESOURCES	02/24/2020	04/14/2020	2,995.00	
294786 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	MANGO CONVERSATION SUBSCRIPTION	02/26/2020	04/14/2020	5,486.31	
104226 - PROQUEST INFO & LEARNING COMPANY	PROQUEST HNP CHICAGO TRIBUNE	03/01/2020	04/14/2020	8,317.50	
104226 - PROQUEST INFO & LEARNING COMPANY	ANCESTRY, HERITAGE AND NYT HISTORICAL ARCHIVES	03/01/2020	04/14/2020	12,351.87	
104325 - RECORDED BOOKS INC.	ADULT AV	02/14/2020	04/14/2020	35.99	
15412 - WORLD TRADE PRESS	ADULT ELECTRONIC RESOURCES	11/21/2019	04/14/2020	525.00	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				6	\$29,691.67
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	03/06/2020	04/14/2020	1,497.92	
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2020	04/14/2020	139.77	
100474 - BAKER & TAYLOR	ADULT PRINT	03/03/2020	04/14/2020	825.64	
100474 - BAKER & TAYLOR	ADULT PRINT	02/19/2020	04/14/2020	520.20	
100474 - BAKER & TAYLOR	ADULT PRINT	03/07/2020	04/14/2020	564.76	
100474 - BAKER & TAYLOR	ADULT PRINT	04/10/2020	04/14/2020	227.23	
100474 - BAKER & TAYLOR	ADULT PRINT	03/10/2020	04/14/2020	407.41	
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2020	04/14/2020	87.60	
100474 - BAKER & TAYLOR	ADULT PRINT	03/07/2020	04/14/2020	29.80	
100932 - CENTER POINT INC	ADULT PRINT	03/01/2020	04/14/2020	136.62	
120319 - GALE RESEARCH INC.	ADULT PRINT	03/04/2020	04/14/2020	24.69	
120319 - GALE RESEARCH INC.	ADULT PRINT	02/18/2020	04/14/2020	74.97	
120319 - GALE RESEARCH INC.	ADULT PRINT	02/19/2020	04/14/2020	47.68	
120319 - GALE RESEARCH INC.	ADULT PRINT	02/18/2020	04/14/2020	72.72	
120319 - GALE RESEARCH INC.	ADULT PRINT	02/27/2020	04/14/2020	48.00	
120319 - GALE RESEARCH INC.	ADULT PRINT	02/25/2020	04/14/2020	19.50	
120319 - GALE RESEARCH INC.	ADULT PRINT	03/03/2020	04/14/2020	178.43	
120319 - GALE RESEARCH INC.	ADULT PRINT	03/03/2020	04/14/2020	163.68	
120319 - GALE RESEARCH INC.	ADULT PRINT	03/05/2020	04/14/2020	103.46	
120319 - GALE RESEARCH INC.	ADULT PRINT	03/05/2020	04/14/2020	50.23	
276974 - OVER DRIVE, INC.	EBOOKS	03/03/2020	04/14/2020	826.95	
276974 - OVER DRIVE, INC.	EBOOKS	03/06/2020	04/14/2020	316.95	
Account 65630 - LIBRARY BOOKS Totals				22	\$6,384.21
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE	ADULT AV	02/14/2020	04/14/2020	33.58	
103424 - MIDWEST TAPE	ADULT AV	02/14/2020	04/14/2020	23.49	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	64.47	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	27.04	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	18.99	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	95.46	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	56.97	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	200.77	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	52.98	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	105.96	
103424 - MIDWEST TAPE	ADULT AV	03/04/2020	04/14/2020	158.94	
103424 - MIDWEST TAPE	ADULT AV	02/21/2020	04/14/2020	95.19	
103424 - MIDWEST TAPE	ADULT AV	02/21/2020	04/14/2020	258.80	
103424 - MIDWEST TAPE	ADULT AV	02/25/2020	04/14/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	02/25/2020	04/14/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	02/25/2020	04/14/2020	25.84	
103424 - MIDWEST TAPE	ADULT AV	02/25/2020	04/14/2020	18.99	
103424 - MIDWEST TAPE	ADULT AV	02/25/2020	04/14/2020	161.54	
103424 - MIDWEST TAPE	ADULT AV	02/25/2020	04/14/2020	15.24	
103424 - MIDWEST TAPE	ADULT AV	02/28/2020	04/14/2020	18.48	
103424 - MIDWEST TAPE	ADULT AV	02/28/2020	04/14/2020	16.98	
103424 - MIDWEST TAPE	ADULT AV	03/05/2020	04/14/2020	15.24	
103424 - MIDWEST TAPE	ADULT AV	03/05/2020	04/14/2020	25.74	
103424 - MIDWEST TAPE	ADULT AV	03/05/2020	04/14/2020	72.72	
103424 - MIDWEST TAPE	ADULT AV	03/06/2020	04/14/2020	487.30	
103424 - MIDWEST TAPE	ADULT AV	03/06/2020	04/14/2020	45.48	
103424 - MIDWEST TAPE	ADULT AV	03/06/2020	04/14/2020	18.24	
103424 - MIDWEST TAPE	ADULT AV	03/06/2020	04/14/2020	37.98	
103424 - MIDWEST TAPE	ADULT	03/11/2020	04/14/2020	18.99	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	205.92	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	37.98	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	158.19	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	30.48	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	189.93	
103424 - MIDWEST TAPE	ADULT AV	03/11/2020	04/14/2020	22.74	
104325 - RECORDED BOOKS INC.	ADULT PRINT	02/14/2020	04/14/2020	22.45	
104325 - RECORDED BOOKS INC.	ADULT AV	02/21/2020	04/14/2020	10.75	
104325 - RECORDED BOOKS INC.	ADULT AV	02/21/2020	04/14/2020	40.49	
104325 - RECORDED BOOKS INC.	ADULT AV	03/05/2020	04/14/2020	81.00	
104325 - RECORDED BOOKS INC.	ADULT AV	03/13/2020	04/14/2020	44.99	
104325 - RECORDED BOOKS INC.	ADULT AV	03/11/2020	04/14/2020	92.81	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				42	\$3,188.60
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				70	\$39,264.48
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
103876 - OCLC ONLINE COMPUTER LIBRARY CENTER, INC	WEBDEWEY	01/01/2020	04/14/2020	336.62	
Account 62340 - IT COMPUTER SOFTWARE Totals				1	\$336.62
Business Unit 4820 - ACCESS SERVICES Totals				1	\$336.62
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2020	04/14/2020	54.86	
100474 - BAKER & TAYLOR	ADULT PRINT	03/06/2020	04/14/2020	25.37	
100474 - BAKER & TAYLOR	YA PRINT	03/02/2020	04/14/2020	41.48	
100474 - BAKER & TAYLOR	ADULT PRINT	03/03/2020	04/14/2020	82.51	
100474 - BAKER & TAYLOR	ADULT PRINT	03/07/2020	04/14/2020	57.82	
100474 - BAKER & TAYLOR	ADULT PRINT	03/10/2020	04/14/2020	105.62	
Account 65630 - LIBRARY BOOKS Totals				6	\$367.46
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ROBERT CROWN ODC	01/17/2020	04/14/2020	19.92	
100474 - BAKER & TAYLOR	ROBERT CROWN ODV	01/17/2020	04/14/2020	19.93	
100474 - BAKER & TAYLOR	ROBERT CROWN ODC	01/20/2020	04/14/2020	(19.93)	
100474 - BAKER & TAYLOR	ROBERT CROWN ODC	01/20/2020	04/14/2020	(19.92)	
100474 - BAKER & TAYLOR	ROBERT CROWN AV	02/10/2020	04/14/2020	205.18	

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 04.14.2020

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 04/14/20 - 04/14/20

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals	5	\$205.18
		Business Unit 4825 - ENGAGEMENT SERVICES Totals	11	\$572.64
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	02/27/2020	04/14/2020	257.44
100474 - BAKER & TAYLOR	YA PRINT	03/02/2020	04/14/2020	412.12
		Account 65630 - LIBRARY BOOKS Totals	2	\$669.56
		Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	2	\$669.56
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/13/2020	04/14/2020	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	01/21/2020	04/14/2020	185.00
		Account 62225 - BLDG MAINTENANCE SERVICES Totals	2	\$537.05
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	02/04/2020	04/14/2020	685.92
103744 - NICOR	UTILITIES: NICOR	03/02/2020	04/14/2020	680.33
		Account 64015 - NATURAL GAS Totals	2	\$1,366.25
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID	04/02/2020	04/14/2020	94.25
		Account 65040 - JANITORIAL SUPPLIES Totals	1	\$94.25
		Business Unit 4840 - LIBRARY MAINTENANCE Totals	5	\$1,997.55
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
17049 - CHARLOTTA KOPpanyI	MEMORY CAFE PROFESSIONAL FEE	02/14/2020	04/14/2020	100.00
309006 - ESSKAY DEVELOPMENT LLC	MAY 2020 CAMS RENT	04/03/2020	04/14/2020	4,900.31
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	CONSULTING FEE BOARD DEVELOPMENT	02/29/2020	04/14/2020	1,967.05
14051 - GRACE PRINTING & MAILING	EPL 2019 ANNUAL REPORT PRINTING AND MAILING	04/02/2020	04/14/2020	15,076.00
323913 - IRIS B. BRANDING & COMMUNICATIONS	SIGNS FOR ROBERT CROWN CENTER LIBRARY	03/01/2020	04/14/2020	570.05
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	04/03/2020	04/14/2020	1,861.00
		Account 62185 - CONSULTING SERVICES Totals	6	\$24,474.41
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	03/20/2020	04/14/2020	47.22
139757 - XEROX CORPORATION	COPIER CHARGES	03/02/2020	04/14/2020	16.80
		Account 62380 - COPY MACHINE CHARGES Totals	2	\$64.02
		Business Unit 4845 - LIBRARY ADMINISTRATION Totals	8	\$24,538.43
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL PROFESSIONAL FEE	03/30/2020	04/14/2020	2,160.00
		Account 62185 - CONSULTING SERVICES Totals	1	\$2,160.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ROBERT CROWN ADULT PRINT	02/27/2020	04/14/2020	51.15
100474 - BAKER & TAYLOR	ROBERT CROWN JUV PRINT	02/27/2020	04/14/2020	317.22
100474 - BAKER & TAYLOR	ROBERT CROWN ODC	03/03/2020	04/14/2020	64.81
100474 - BAKER & TAYLOR	ADULT PRINT	03/10/2020	04/14/2020	80.62
		Account 65630 - LIBRARY BOOKS Totals	4	\$513.80
		Business Unit 4850 - LIBRARY GRANTS Totals	5	\$2,673.80
		Department 48 - LIBRARY Totals	121	\$72,951.39
		Fund 185 - LIBRARY FUND Totals	121	\$72,951.39

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.14.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-FEBRUARY 2020	1,441.52
			<u>1,441.52</u>
			<u>1,441.52</u>
		GRAND TOTAL	<u><u>74,392.91</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
Library	AMZN MKTP US 0R1NH7263	WA	98109	\$ 58.95	1/21/2020	65095 OFFICE SUPPLIES	PROGRAM SUPPLY
Library	AMZN MKTP US 8R8A72EU3	WA	98109	\$ 209.93	1/9/2020	65100 LIBRARY SUPPLIES	CODE-A-THON PROGRAM SUPPLIES
Library	LEMOI ACE HARDWARE	IL	60201	\$ 23.95	1/17/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
Library	TARGET 00032839	IL	60201	\$ 32.92	1/21/2020	65100 LIBRARY SUPPLIES	ELL SUPPLIES
Library	BLICK ART 800 447 1892	IL	60201	\$ 36.25	1/10/2020	65100 LIBRARY SUPPLIES	ART DISPLAY SUPPLIES
Library	AMZN MKTP US VH0VY4PR3	WA	98109	\$ 13.27	1/8/2020	65630 LIBRARY BOOKS	ADULT PRINT
Library	AMZN MKTP US TY4290J03	WA	98109	\$ 36.36	1/10/2020	65630 LIBRARY BOOKS	ADULT PRINT
Library	AMAZON.COM 1N0868653	WA	98109	\$ 299.72	1/13/2020	65630 LIBRARY BOOKS	ADULT AND JUV PRINT
Library	AMAZON.COM H80722FN3	WA	98109	\$ 99.36	1/23/2020	65630 LIBRARY BOOKS	ADULT PRINT
Library	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 879.28	1/8/2020	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
Library	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 130.00	1/20/2020	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
Library	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 702.00	1/20/2020	65635 PERIODICALS	MAIN LIBRARY 2ND COPY CHICAGO TRIBUNE
Library	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 727.48	1/20/2020	65635 PERIODICALS	MAIN LIBRARY NEWSPAPER SUBSCRIPTION
Library	D J WALL-ST-JOURNAL	MA	01020	\$ 134.97	12/30/2019	65635 PERIODICALS PERIODICALS	NEWSPAPER SUBSCRIPTION
Library	WALMART.COM	AR	72716	\$ 142.90	12/26/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
Library	PAYPAL SKOKIEPUBLI	CA	95131	\$ 25.00	1/15/2020	65100 LIBRARY SUPPLIES	BOOK STAND REIMBURSEMENT
Library	WALMART.COM	AR	72716	\$ 37.98	1/6/2020	65100 LIBRARY SUPPLIES	DEMENTIA PROGRAM SUPPLIES
Library	AMZN MKTP US 848NP1Q83	WA	98109	\$ 7.95	1/22/2020	65100 LIBRARY SUPPLIES	NORTH BRANCH PROGRAM SUPPLIES
Library	AMAZON.COM 1N0868653	WA	98109	\$ 29.98	1/13/2020	65630 LIBRARY BOOKS	ADULT AND JUV PRINT
Library	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 43.93	1/9/2020	65635 PERIODICALS	CAMS EVANSTON REVIEW SUBSCRIPTION
Library	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 727.48	1/20/2020	65635 PERIODICALS	CAMS NEWSPAPER SUBSCRIPTION
Library	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 727.48	1/20/2020	65635 PERIODICALS	NORTH BRANCH NEWSPAPER SUBSCRIPTION
Library	WP ENGINE	TX	78701	\$ 115.00	1/3/2020	62340 IS SUPPORT FEES	EPL WEBSITE VISIT COUNT
Library	GOOGLE LLC	CA	94043	\$ 12.00	1/3/2020	62341 INTERNET SOLUTION PROVIDERS	WEB HOST SUBSCRIPTION
Library	COMCAST CHICAGO	IL	60173	\$ 243.35	1/21/2020	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
Library	TARGET 00032839	IL	60201	\$ 12.76	1/13/2020	65025 FOOD	SNACKS FOR TEEN EVENTS
Library	TARGET 00032839	IL	60201	\$ 18.65	1/17/2020	65025 FOOD	SNACKS FOR SAFE SPACES TEEN SERVICES
Library	GIGIO S	IL	60201	\$ 28.75	1/17/2020	65025 FOOD	PIZZA FOR SAFE SPACES
Library	WALMART.COM	AR	72716	\$ 133.00	12/26/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
Library	COST PLUS WLD #147	IL	60201	\$ 30.43	1/6/2020	65100 LIBRARY SUPPLIES	SNACKS FOR ANIME CLUB TEEN SERVICES
Library	PAYPAL ADAFRUITIND	NY	10013	\$ 244.04	1/8/2020	65100 LIBRARY SUPPLIES	YOU CYCLE 2 PROGRAM SUPPLIES
Library	AMZN MKTP US E391W87B3	WA	98109	\$ 13.49	1/8/2020	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
Library	TARGET 00032839	IL	60201	\$ 56.46	1/16/2020	65100 LIBRARY SUPPLIES	TEEN SERVICES SNACKS, CLEANING SUPPLIES GIFT CARDS FOR GAMING TOURNAMENTS
Library	PAYPAL ADAFRUITIND	NY	10013	\$ (14.36)	1/22/2020	65100 LIBRARY SUPPLIES	CREDIT
Library	AMZN MKTP US 0C71H3EG3	WA	98109	\$ 104.24	1/23/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
Library	AMAZON.COM 1N0868653	WA	98109	\$ 29.98	1/13/2020	65630 LIBRARY BOOKS	ADULT AND JUV PRINT
Library	GAN USATODAYCIRC	IN	46038	\$ 337.48	1/22/2020	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
Library	CONNEXION	IL	60089	\$ 321.84	1/8/2020	62225 BLDG MAINT SVCS	BUILDING MATERIAL
Library	JOHNSON LOCKSMITH INC	IL	60201	\$ 35.61	1/20/2020	65040 JANITORIAL SUPPLIES	5 KEYS FOR CAMS FRONT DOOR, 2 KEYS FOR MCR ART GARDEN CABINET
Library	CINTAS 60A SAP	TX	75063	\$ 77.23	1/1/2020	65050 BUILDING MAINTENANCE MATERIAL	FIRST AID SUPPLIES
Library	LEMOI ACE HARDWARE	IL	60201	\$ 14.38	1/14/2020	65050 BUILDING MAINTENANCE MATERIAL	CR123 BATTERIES FOR REMOTE THERMOSTATS IN CHILDRENS
Admin Svcs/Human Res	WPY WPY ILLINOIS PUBLI	IL	60018	\$ 199.00	1/23/2020	62295 TRAINING & TRAVEL	IPELRA SEMINAR FEES - JLIN, RGUSTAFSON, BGEORGE, ARUGGIE, NCUMMINGS, TCAMPBELL, PPOLEP
Library	FACEBK M4GL2P6H42	CA	94025	\$ 56.21	12/31/2019	62205 ADVERTISING	PROGRAM ADVERTISING IN SOCIAL MEDIA
Library	UNITED 01624892138063	TX	77002	\$ 347.80	1/9/2020	62295 TRAINING & TRAVEL	PLA CONFERENCE AIRFARE J SKWERKSI
Library	FREDPRYOR CAREERTRACK	KS	66202	\$ 99.00	1/10/2020	62295 TRAINING & TRAVEL	OSHA TRAINING FOR J DEVANEY
Library	EB THE TEENAGE BRAIN	CA	94103	\$ 15.00	1/15/2020	62295 TRAINING & TRAVEL	LACONI WORKSHOP R SINDELAR
Library	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	1/6/2020	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE THRU COMMUNICO
Library	SQU SQ BENNISON'S BAK	IL	60201	\$ 5.83	12/26/2019	65025 FOOD	FOOD FOR STAFF APPRECIATION
Library	SQU SQ BENNISON'S BAK	IL	60201	\$ 34.03	12/26/2019	65025 FOOD	FOOD FOR STAFF APPRECIATION
Library	WHOLEFDS EVN 10076	IL	60201	\$ 16.56	1/1/2020	65025 FOOD	LANGUAGE CAFE PROGRAM
Library	PANERA BREAD #600645	IL	60201	\$ 87.45	1/6/2020	65025 FOOD	LANGUAGE CAFE MEETING
Library	LEVELUPPOTBELLY728343	MA	02114	\$ 197.04	1/9/2020	65025 FOOD	EPL FRIENDS MEETING
Library	HABIBI IN	IL	60201	\$ 50.00	1/9/2020	65025 FOOD	LANGUAGE CAFE PROGRAM
Library	WHOLEFDS EVN 10076	IL	60201	\$ 15.98	1/13/2020	65025 FOOD	LANGUAGE CAFE MEETING
Library	DUNKIN #340898 Q35	IL	60201	\$ 26.39	1/13/2020	65025 FOOD	LANGUAGE CAFE PROGRAM
Library	LEVELUPPOTBELLY507460	MA	02114	\$ 79.09	1/15/2020	65025 FOOD	EDI COMMITTEE MEETING
Library	WHOLEFDS EVN 10076	IL	60201	\$ 63.49	1/20/2020	65025 FOOD	MEMORY CAFE
Admin Svcs/Info Sys	AMAZON.COM EB6CL1E13	WA	98109	\$ 279.00	1/23/2020	65100 LIBRARY SUPPLIES	IPAD, TICKET 33754
Library	PAYPAL HOME DEPOT	GA	30339	\$ 178.77	12/30/2019	65100 LIBRARY SUPPLIES	GIRLS STEM PROGRAM SUPPLIES
Library	TARGET 00032839	IL	60201	\$ 18.96	1/6/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	PAYPAL SAFETYGLASS	MI	49093	\$ 38.27	1/7/2020	65100 LIBRARY SUPPLIES	YA GRANT DRONE KIT
Library	VOGUE FABRICS INC	IL	60202	\$ 22.30	1/7/2020	65100 LIBRARY SUPPLIES	SEWING SUPPLIES FOR SEW FLY WORKSHOPS ITEST GRANT TEENS
Library	THE PONY SHOP INC	IL	60202	\$ 920.00	1/10/2020	65100 LIBRARY SUPPLIES	HELMETS BIKE LOCKS BIKES ITEST NSF GRANT TEEN SERVICES 3 PAYMENTS
Library	THE PONY SHOP INC	IL	60202	\$ 920.00	1/10/2020	65100 LIBRARY SUPPLIES	BIKES HELMETS LOCK ITEST NSF GRANT THREE PAYMENTS
Library	THE PONY SHOP INC	IL	60202	\$ 920.00	1/10/2020	65100 LIBRARY SUPPLIES	HELMETS BIKES AND LOCKS FOR CYCLING CLUB NSF ITEST GRANT TEEN SERVICES, THREE PAYMENTS
Library	AMAZON.COM 6X6ZR6903	WA	98109	\$ 1,094.90	1/10/2020	65100 LIBRARY SUPPLIES	GIRLS STEM PROGRAM SUPPLIES
Library	PAYPAL TARGETCORPO	IN	46214	\$ 42.22	1/15/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	PAYPAL TARGETCORPO	IN	46214	\$ 43.16	1/15/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	PAYPAL TARGETCORPO	IN	46214	\$ 70.63	1/15/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	PAYPAL MCCALLS	KS	66502	\$ 28.97	1/15/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	PAYPAL REI	WA	98032	\$ 37.87	1/15/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	PAYPAL TARGETCORPO	IN	46214	\$ 14.29	1/16/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
Library	PAYPAL TARGETCORPO	IN	46214	\$ 15.70	1/16/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
Library	VOGUE FABRICS INC	IL	60202	\$ 332.91	1/16/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SEWING PROGRAMS NSF ITEST GRANT
Library	PAYPAL COMPETITIVE	UT	84098	\$ 76.39	1/16/2020	65100 LIBRARY SUPPLIES	ITEST PROGRAM SUPPLIES
	LIBRARY JANUARY 2020 TOTAL			\$ 13,318.68			

Library Director's Report April 15 2020

Updates:

The last month has been an unprecedented time for the Evanston Public Library. We closed our doors to the public on March 14 due to the coronavirus pandemic. Library staff transitioned quickly to an online service model. We remain committed to our vision and mission, and staff continue to serve the Evanston community as best they can. Below is a list of some of our accomplishments and ongoing activities over the last month.

- Accepting online library card applications: 396 cards created since launch on March 17
- Library cards created for each local school; school librarians shared with their students and are grateful for this service. School cards provide student/school staff access to databases
- Launched Childrens, Teens, and General weekly newsletters (doubling frequency).
- Annual report mailed. One email complimented the content and said "everyone will have time to read the entire report." Resident called in to access the Books On Wheels program mentioned in the report.
- Technology trainers running virtual classes in Spanish and connecting with students by email and phone. They are also reaching out to the faith based community to assist faith based organizations with their technology needs so they can communicate with their members.
- Teen services staff are working with community partners (YMCA, YOU, NU, Family Focus, D65 and D202) to develop virtual offerings of STEM activities, mentor hours and social hours
- Made 91 "Caring Calls" to patrons who have hotspots checked out, to make sure they know they can keep the hotspots until we reopen, tell them our hours of availability and how to reach us, and ask how the library can be of further assistance to them at this time.
- Expansion of the telephone and IM hours of operation: Monday-Friday 9am-7pm, Saturday-Sunday 12pm-6pm beginning 4/4
- Held first online book discussion groups for adults - Science Fiction and Fantasy group, Wednesday 4/1 - with 16 attendees; KeepinItReal group Tuesday 4/7 - with 2 attendees;

Readability Book group, Monday 4/6, Wednesday 4/8 and Friday 4/10 - with 8 attendees each day.

- Started to solicit recipes from the Evanston community so as to create a Cozy Evanston Community Cookbook. This will be an ebook available on our site, which will not only be a comfort to our community but also a historical document for this current moment in time.
- Worked with community partners to launch shared virtual activities page hosted on EL-3.org <https://el-3.org/workshop-detail?id=76421>
- Launched phone in access to ACA navigator. First numbers will be reported next week.
- Working with ECF, COE - 311 and Community Services, to develop coordinated entry point for social services programs. This will be provided via the Aunt Bertha platform, funded through ECF, hosted by EPL, with 311 being the first point of contact for service seekers. Next level of more personal services will be provided by EPL reference staff, and COE Health Dept staff.
- Memory Cafe will be hosted on 4/18 by EPL via Zoom. It will present the opportunity to connect through music and song.
- Branch staff have connected with about 40 volunteers and patrons, particularly senior patrons to check on safety and needs and provide information on library service
- Teen services successfully piloted virtual Dungeons and Dragons and Anime Club
- New videos on YouTube to highlight online resources now include the following:
 - Using EPL's Digital Newspaper Collection: Part One ([English](#))
 - Yahoo Como acceder a mi correo electrónico (How to access your Email in Yahoo), [Spanish](#)
 - Cómo crear enviar un correo electrónico en Yahoo (How to compose and send an email in Yahoo), [Spanish](#)
 - Cómo crear enviar un correo electrónico en Gmail (How to compose and send an email in Gmail), [Spanish](#)
 - Cómo agregar un archivo adjunto en Yahoo (How to attach a file in Yahoo Mail), [Spanish](#)
 - Cómo agregar un archivo adjunto en Gmail (How to attach a file in Gmail), [Spanish](#)
 - Gmail, Como acceder a mi correo electrónico, (How to access your Gmail account), [Spanish](#)

- Formato Básico en Microsoft Word (Basic Format in Microsoft Word), [Spanish](#)
 - Zoom anti-hacking tips and tricks: <https://youtu.be/p1IMmOujc9c> English
-
- National Able Network has continued to serve its clients remotely via email and phone and are working to assist clients to secure employment in these trying times. Clients are being referred to our virtual Job Readiness Training Workshop.
Additionally, we have put into place a virtual orientation as well as a virtual Training Guidance Workshop to prepare to enroll new clients. We expect to be able to roll out virtual registrations this week with an approved online signature service.
We have also started a virtual Job Search Work Team for clients to check in on their job search.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: April 10, 2020

This memo provides an update on significant administrative activities.

Human Resources

The Early Learning and Literacy department welcomed Carmen Francellno as the new Library Assistant which was a promotion from her former position in Access Services. All other hiring activity has been stalled as a result of the City's hiring freeze.

Financial Resources

The Library Fund financial report for the period ending February 29th is included in this meeting packet for your review. For the operating fund, revenue has reached 1% of budget projection and expenditures 21%. The capital fund expenditure reached 25% of budget.

Facilities Update

The Facilities team has been working hard to complete a considerable amount of maintenance work including lighting upgrades in the building and lower garage, power washing of the garage, HVAC work on the boilers, air handling system and fire pump maintenance, carpet replacement, deep cleaning including high spaces, relocation of cabinetry and painting of public and private areas.

Research and planning for the reopening of EPL facilities is underway, along with preparation for relocation.

Budget Performance Report

Fiscal Year to Date 03/31/20

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	.00	7,252,000.00	0	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	(205.85)	.00	7,190.32	52,809.68	12	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	54.19	(54.19)	+++	445.19
55201	Federal Grants	15,000.00	.00	15,000.00	.00	.00	14,616.34	383.66	97	57,222.43
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	46,571.69	343,428.31	12	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	283.00	9,717.00	3	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(244.00)	.00	113.18	(113.18)	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.00	10,635.87	4,364.13	71	108,898.11
57002	TRANSFER FROM ENDOWMENT	205,948.00	.00	205,948.00	.00	.00	.00	205,948.00	0	195,000.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	.00	.00	11,666.68	58,333.32	17	150,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	35,000.00	.00	35,000.00	.00	.00	2,616.22	32,383.78	7	953.42
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	2,377.33	2,622.67	48	8,536.36
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	1,743.76	16,256.24	10	18,161.78
57540	LIBRARY MEETING RM RENTAL	15,000.00	.00	15,000.00	.00	.00	1,328.59	13,671.41	9	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	2,185.33	25,814.67	8	27,541.01
57551	LIBRARY GRANTS	106,000.00	.00	106,000.00	.00	.00	.00	106,000.00	0	54,439.00
REVENUE TOTALS		\$8,317,948.00	\$0.00	\$8,317,948.00	(\$449.85)	\$0.00	\$101,382.50	\$8,216,565.50	1%	\$7,955,982.82

Budget Performance Report

Fiscal Year to Date 03/31/20

Include Rollup Account and Rollup to Object Account

EXPENSE

61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	222,209.31	.00	589,710.11	2,454,100.32	19	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	98,750.31	.00	255,209.29	1,202,074.81	18	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	7,815.96	.00	18,543.46	35,456.54	34	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	1,290.03	.00	3,862.63	16,387.37	19	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	849.46	(849.46)	+++	24,295.50
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,689.94	(2,689.94)	+++	911.79
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	4,671.58
61510	HEALTH INSURANCE	593,815.52	.00	593,815.52	45,368.44	.00	119,829.58	473,985.94	20	515,775.02
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	546.17
61615	LIFE INSURANCE	2,118.84	.00	2,118.84	191.47	.00	567.36	1,551.48	27	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	1,200.00	3,600.00	25	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	525.00	1,575.00	25	3,688.20
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	366,000.91	.00	366,000.91	26,802.60	.00	70,815.49	295,185.42	19	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	19,837.93	.00	53,024.13	222,314.15	19	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	4,639.57	.00	12,400.86	52,554.30	19	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	8,894.31	15,076.00	14,768.64	123,155.36	20	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	239.00	7,761.00	3	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	22,379.10	105,830.00	41,540.00	46,630.00	76	253,941.48
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	419.35	2,180.65	16	5,073.84
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	15,324.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	4,326.80	.00	6,842.17	35,157.83	16	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	906.68	4,533.32	17	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	.00	.00	814.18	4,070.82	17	4,884.94
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,815.57
62340	IT COMPUTER SOFTWARE	228,600.00	.00	228,600.00	4,964.15	.00	44,016.20	184,583.80	19	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	18,940.90	39,846.57	29,529.96	165,623.47	30	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	4,900.31	.00	14,700.93	45,039.07	25	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	1,219.32	.00	1,591.82	11,308.18	12	6,706.11
62506	WORK- STUDY	9,700.00	.00	9,700.00	.00	.00	.00	9,700.00	0	9,435.83
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	1,811.56	3,888.44	32	6,923.34

Budget Performance Report

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Include Rollup Account and Rollup to Object Account

64015	NATURAL GAS	29,900.00	.00	29,900.00	1,553.12	.00	3,780.60	26,119.40	13	23,896.51
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	27,118.82	.00	27,118.82	(23,618.82)	775	17,905.35
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	37.90	.00	237.81	1,762.19	12	2,568.58
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,498.96	.00	1,669.18	10,330.82	14	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	2,831.59	.00	2,895.74	27,104.26	10	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	2,392.06	8,238.02	3,608.74	58,153.24	17	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	3,870.49	1,904.92	16,166.84	219,678.24	8	116,931.29
65125	OTHER COMMODITIES	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	2,348.36
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	4.95
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	36,111.67
65628	Library Electronic Resources	.00	.00	.00	.00	.00	.00	.00	+++	26,838.59
65630	LIBRARY BOOKS	591,300.00	.00	591,300.00	40,217.54	.00	202,832.11	388,467.89	34	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	408.76	.00	408.76	18,291.24	2	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	13,883.08	.00	23,514.70	97,185.30	19	95,516.77
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	.00	.00	.00	.00	+++	999.00
66025	TRANSFER TO DEBT SERVICE - ERI	.00	.00	.00	.00	.00	.00	.00	+++	87,456.00
66131	TRANSFER TO GENERAL FUND	274,050.00	.00	274,050.00	.00	.00	45,675.00	228,375.00	17	270,000.00
EXPENSE TOTALS		\$8,356,378.24	\$0.00	\$8,356,378.24	\$586,917.83	\$170,895.51	\$1,614,316.10	\$6,571,166.63	21%	\$7,302,581.58
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,317,948.00	.00	8,317,948.00	(449.85)	.00	101,382.50	8,216,565.50	1%	7,955,982.82
EXPENSE TOTALS		8,356,378.24	.00	8,356,378.24	586,917.83	170,895.51	1,614,316.10	6,571,166.63	21%	7,302,581.58
Fund 185 - LIBRARY FUND Totals		(\$38,430.24)	\$0.00	(\$38,430.24)	(\$587,367.68)	(\$170,895.51)	(\$1,512,933.60)	\$1,645,398.87		\$653,401.24
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0	350,000.00
REVENUE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$0.00	\$480,144.00	0%	\$350,000.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	222,648.00	.00	222,648.00	.00	.00	.00	222,648.00	0	182,561.00
68315	DEBT SERVICE- INTEREST	257,496.00	.00	257,496.00	.00	.00	.00	257,496.00	0	86,778.70
EXPENSE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$0.00	\$480,144.00	0%	\$269,339.70

Budget Performance Report

Fiscal Year to Date 03/31/20

Include Rollup Account and Rollup to Object Account

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

REVENUE TOTALS	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0%	350,000.00
EXPENSE TOTALS	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0%	269,339.70

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,660.30
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Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

REVENUE

56060	BOND PROCEEDS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0	1,564,031.67
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	329,233.98

REVENUE TOTALS	\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$0.00	\$0.00	\$543,000.00	0%	\$1,893,265.65
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EXPENSE

62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	20,418.12
65515	OTHER IMPROVEMENTS	543,000.00	.00	543,000.00	.00	137,440.84	.00	405,559.16	25	538,877.13
66020	TRANSFERS TO OTHER FUNDS	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00

EXPENSE TOTALS	\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$137,440.84	\$0.00	\$405,559.16	25%	\$1,809,295.25
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Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

REVENUE TOTALS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0%	1,893,265.65
EXPENSE TOTALS	543,000.00	.00	543,000.00	.00	137,440.84	.00	405,559.16	25%	1,809,295.25

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$137,440.84)	\$0.00	\$137,440.84		\$83,970.40
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Grand Totals

REVENUE TOTALS	9,341,092.00	.00	9,341,092.00	(449.85)	.00	101,382.50	9,239,709.50	1%	10,199,248.47
EXPENSE TOTALS	9,379,522.24	.00	9,379,522.24	586,917.83	308,336.35	1,614,316.10	7,456,869.79	20%	9,381,216.53
Grand Totals	(\$38,430.24)	\$0.00	(\$38,430.24)	(\$587,367.68)	(\$308,336.35)	(\$1,512,933.60)	\$1,782,839.71		\$818,031.94

Endowment for the Evanston Public Library
 Holdings as of February 2020

	Symbol	Shares/Quantity	Price	Value as of February 29, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6399.659	\$273.47	\$1,750,114.75	41.6%	
Vanguard Small-Cap Index Fund	VSMAX	3851.573	\$71.02	\$273,538.71	6.5%	
Vanguard REIT Index Fund	VGSLX	1195.904	\$123.70	\$147,933.32	3.5%	
Vanguard Total International Stock Index Fund	VTIAX	14933.679	\$26.94	\$402,313.31	9.6%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7020.901	\$33.80	\$237,306.45	5.6%	66.8%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$450,049.99	\$450,049.99	10.7%	
IShares Silver Trust	SLV	4788.000	\$15.53	\$74,357.64	1.8%	
SPDR Gold Trust	GLD	625.000	\$148.38	\$92,737.50	2.2%	14.7%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.563	\$154,828.38	3.7%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.962	\$147,559.13	3.5%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$142.326	\$169,225.61	4.0%	11.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.860	\$28,223.32	\$306,505.30	7.3%	7.3%
				\$4,206,470.10		100.0%

Cash Equivalents	14.7%
US Treasury Inflation Protected Securities	11.2%
Corporate Bonds	7.3%
Domestic Equities	51.6%
International Equities	15.2%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Equity Statement
Date: March 13, 2020

The 2018 Equity, Diversity & Needs Assessment from DeEtta Jones Consulting contained a list of 11 goals for EPL, including recommendation #1 to “Issue a statement that explicitly recognizes historic racism in Evanston and commits the Library to social justice.

EPL’s internal Equity Diversity and Inclusion (EDI) Committee, the Administrative Team and the Racial Equity Task Force (RETF) have drafted a statement for your consideration.

EDI Statement Draft

In this statement, we will define what we mean by equity, diversity, and inclusion, apologize for our failures to live up to these ideals, and offer our commitments for achieving our goals. We believe this is only possible if we embrace and promote equity, diversity, and inclusion in everything we do.

Definition of Terms¹

- “Equity” takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. People may be disadvantaged on the basis of race and ethnicity, religious beliefs, sexual orientation, gender identification, socioeconomic status, or physical or mental ability. Equity is not the same as Equality. Equality means that everyone has access to the same resources. Equity, in contrast, means people receive resources based on their needs and their potential to benefit.
- “Diversity” can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.
- “Inclusion” means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization’s success.

Apology Statement

We believe a sincere and heartfelt apology is an important and necessary first step in the process of reconciliation. Maya Angelou teaches us that:

History, despite its wrenching pain,
Cannot be unlived, but if faced
With courage, need not be lived again.²

¹ Sources: "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights", American Library Association, July 5, 2017. <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI> (Accessed March 10, 2020) Document ID: 7a43b47e-c032-2214-55bf-e1d57449bd8d. "The Equiticity Racial Equity Statement of Principle." Equiticity, August 13, 2019, www.equiticity.org/statement.

² Angelou, M. (1993). *On the pulse of morning*.

Too often, EPL has focused on being neutral rather than equitable. We did not adequately consult or reflect our community, and failed to question our own assumptions about what services and materials our community has either needed or wanted. Leadership placed too little importance on hiring staff from diverse backgrounds. This, coupled with the failure to adequately support and listen to staff members who could speak to the needs of their diverse communities, resulted in an overall passivity in reaching out to those who most need our services. We acknowledge and regret that already-marginalized community members felt excluded from and unwelcome in our spaces. Evanston Public Library must fully acknowledge its role in the disenfranchisement of Black community members of Evanston. The closure of the library branch that operated at 1715 Simpson Street from 1975-1981 is one example of this lack of commitment to Evanston's Black community, and has yet to be rectified. In addition, the library did not schedule regular bookmobile visits to the area, and the bookmobile services were cancelled entirely in 1997. The ongoing lack of services provided in Spanish continues to harm our community. We apologize for these actions and inactions, and seek to continue growing in our understanding of and commitment to equity, diversity, and inclusion.

Our Commitment

1. Strategic outreach to underserved populations and a breakdown of socioeconomic barriers.
 - a. Create and maintain community partnerships and programs, on and off-site, leveraging EPL resources to increase community engagement.
 - b. Highlight our digital resources and other various forms of access to those who find the library's building, location, or hours inaccessible.
 - c. Evaluate which audiences we are prioritizing, and evaluate how to best reach underserved populations.

2. Improve engagement with the community.
 - a. Learn what the community wants to see in Evanston libraries, participate in community events, and be more receptive to ideas from community members.
 - b. Increase non-English-language events to better reflect the languages spoken in the Evanston community.

3. Reflect the diversity of the Evanston community in library collections.
 - a. Expand our methods of asking the public what material they want to see on our shelves.
 - b. Form a community collections advisory group with residents and staff to inform future purchasing decisions.
 - c. Find new ways of increasing the visibility of books that reflect the diversity and richness of cultures, in particular those of Evanston residents.
 - d. Update and grow world language collections, including audio-visual materials and e-materials.
 - e. Seek effective ways to market the collections that are available to residents throughout Evanston.

4. Develop a Racial Equity Tool to apply to decision-making in cooperation with Evanston city government.

Evanston has a long history of racism that continues to this day. EPL has been an agent of this racism in both passive and active ways. As one of our long-term commitments to combating this system of oppression, we will undergo a yearly review, incorporating both external and internal feedback, in order to evaluate our progress towards becoming a more equitable library. In this way, we are attempting to hold ourselves accountable, and will be archiving this feedback and making it public, as a foundation from which we may continue to build. We appreciate the chance to learn from past mistakes as we establish a model for redress and equity.



Proposal for:

Evanston Public Library

Strategic Planning Consulting Services

March 9, 2020



INTRODUCTION

The Evanston Public Library, as with many public libraries today, is facing numerous challenges and crossroads, ranging from the evolving nature of the library profession, to funding and operational efficiencies, to serving a rapidly changing community. To address these challenges and provide direction for board, leadership, staff, and most importantly the community, the Library is requesting proposals to help facilitate a process leading to a new strategic plan.

Library Strategies believes we can provide the clarity and focus Evanston wants and needs. Our firm's veteran team and stakeholder-centric methods give us the unique perspective needed to assist Evanston through this far-reaching and important endeavor. We have successfully used our library-specific Rapid Results Planning™ strategic planning model in dozens of communities across the country, including several in Illinois and the greater Chicago region.

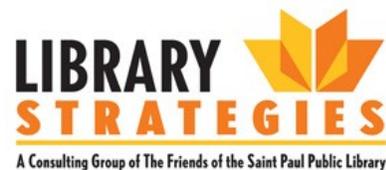


ABOUT US

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library – the foundation of the Saint Paul (Minnesota) Public Library system. We are the *only* consulting group in the country based *inside of* a library support organization. Moreover, our consultants are leaders in the national library community, and outstanding professionals in allied fields, who each offer decades of expertise and a wide range of practical skills.

We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning (using our Rapid Results Planning model)
- Facilities and Space Planning
- Feasibility Studies + Capital Campaign Counsel
- Staff Planning
- Friends and Foundation Assessments/Plans
- Library Operations Audits
- Fundraising and Advocacy Training
- Board and Staff Leadership Training



The Friends of the Saint Paul Public Library formally established Library Strategies in 2006, to

provide insights and hands-on assistance *solely* to libraries and library support institutions. Our teams have partnered with organizations in 34 states, Eastern Europe, and the Middle East. Clients range from small libraries in rural Tennessee and Wisconsin, to national bodies like the American Library Association (ALA) and Council of State Library Agencies (COSLA), to public libraries in places as far afield as Romania and Saudi Arabia.

We pride ourselves on innovation. In recent years, Library Strategies has developed a comprehensive “capacity building” training program for small and rural libraries in Wisconsin, Minnesota and North Dakota. We’ve also designed a replicable, scalable “train-the-trainer” program built upon our Rapid Results Planning process, which has been rolled out to library directors throughout Georgia, South Carolina and southeast Florida. Our team also proudly designed, structured, and implemented an exciting and first-of-its-kind children’s “One Read” program for the State of Minnesota. In 2013, Library Strategies published, *Beyond Book Sales: A Comprehensive Guide to Library Fundraising* (American Library Association Press).

OUR MISSION AND VALUES

Libraries are vital centers for community connection, collaboration, and inspiration. But libraries must continually hone their skills and adapt to a changing society to thrive. Library Strategies exists to cultivate your potential – so that you can better serve and strengthen your community over the long haul.

We strengthen communities, one library at a time.

- **We believe in libraries. We get libraries.** We’re a nonprofit housed within a library foundation. We understand library missions because they are *our* mission. We also understand the challenges libraries and library organizations face. We bring this passion and library-focused knowledge and experience, and tailor it to achieve your goals.
- **We help you serve your community by *engaging your community*.** We enlist individuals representing a wide swathe of your community, to get to know their aspirations and help them understand (and you to articulate) how libraries can help people achieve those goals.
- **We bring a “comprehensive perspective” to your project.** Whether you’re looking for fundraising, marketing, strategic planning, advocacy, or other guidance, we approach

your project in the whole context of you: your current capacity, your future goals, and your desired influence on your community.

- **We turn big ideas into practical insights that help you create meaningful change.** We lead national conversations about the future of libraries, but more importantly, we've developed unique tools and action plans that equip your organization for tomorrow.
- **We are your ally.** We connect with your key stakeholders to engage them in the process, help them adapt to change, and empower them to be advocates for your plan, so that the results are meaningful and sustainable after we leave.

In short, we are passionate about helping clients deliver on their missions and achieve their visions for increased community impact. You will find our team smart, experienced, creative, passionate, and dedicated to libraries.

PROPOSED PROCESS

If selected by the Evanston Public Library, the Library Strategies team will employ a four-phase process that builds upon itself – moving from data gathering and organizational assessment, to staff and board input, to community engagement and planning. Rapid Results Planning is tailored to yield maximum community input yet focused results, all on an aggressive timetable, typically 4-6 months from initiation to completion.

Phase I: Preparation, Data Analysis & Benchmarking

Strategic Planning Committee Meeting

Library Strategies recommends forming a Strategic Planning Steering Committee at the outset, if one has not already been organized. This committee will oversee the process; provide local context and insights; identify key leaders and influencers; and help ensure the final plan is inclusive and comprehensive. We recommend the Planning Committee be comprised of 8-12 members from the following individuals:

- Library Director, and one or two other lead staff
- One or two Board of Trustees members
- Foundation/Friends leadership
- City government representatives as deemed appropriate

- Community leaders representing at least two of the following:
 - Business
 - Philanthropy
 - Education (esp. Ada County Public Schools)
 - Arts & Culture

In brief, the role of the Strategic Planning Committee is to:

- Provide critical information on the Library and Evanston service area;
- Identify key stakeholders to engage in the process;
- Assist with invitations/logistics for community engagement activities;
- Approve and oversee the work plan and timeline
- Review drafts of the strategic plan.

The initial meeting of the Planning Committee with Library Strategies will address the following agenda items:

- Clarify roles/responsibilities for data gathering, reporting, logistics, etc. Agree on the process and steps of the planning process, including expectations for timing of deliverables.
- Identify critical documents and data to inform the planning process (library usage data, demographic projections, relevant local government documents, etc.).
- Establish initial focus areas for community input. These could include staffing models, specific communities, technology infrastructure, operational considerations (such as hours of operation), alternative models for library service delivery, etc.
- Identify individuals who will be invited to participate in the community retreat, with careful attention given to including a broad representation of residents – both library users and non-users.

Community and Library Assessment

Library Strategies will conduct a data audit and assessment of the current Evanston service area demographics, reports, library services and resources. This audit will review:

- Census data + trends for Evanston, including:
 - ✓ Age distribution / Household status
 - ✓ Race and Ethnic background / Special populations
 - ✓ Income / Education
 - ✓ Population/ Geographic distribution
 - ✓ Economic development projections

- Library data (including branch by branch breakdowns, if applicable/available):
 - ✓ Circulation numbers and trends for the past 3-5 years
 - ✓ Library visits / programming attendance
 - ✓ Technology access and usage
 - ✓ Community outreach efforts
 - ✓ Budget and financial sources
 - ✓ Staffing patterns
 - ✓ Board of Trustees structure and governance
 - ✓ Friends/Foundation fundraising model / patterns
 - ✓ Public relations and marketing

As part of the initial visit, a lead Library Strategies consultant will also visit all of the branch libraries in the system.

Phase II: Stakeholder Input

Community Survey

Library Strategies consultants will design and administer a community survey. This tool will probe the interests and needs of the Evanston Public Library's service area. Issues to be explored, both quantitatively and qualitatively, may include (but are not limited to):

- Awareness and perception of the Library;
- Satisfaction with Library services;
- Barriers to using the Library and its services;
- Facilities and diversity concerns;
- Opportunities for outreach;
- Future directions for the Library to best meet needs and expectations.

Our consultants will present a draft survey to Library leadership and make final revisions as necessary. The survey will be posted online using SurveyMonkey. If desired, Library Strategies will also format the questionnaire for print. Library Strategies will assist in identifying the best outlets and a promotion strategy to encourage broad-based participation in the survey (online

and physical outlets such as local media, churches, schools, businesses, municipalities and townships, partnership organizations, etc.).

Access, Equity and Inclusion Focus

Access, equity, and inclusion (AEI) is a major concern of the Library, especially through the lens of facilities, but engaging broader community issues as well. AEI concerns will be addressed throughout our process, but given the focus of the Library, we are recommending an additional, robust access, AEI process to further inform and shape the overall planning process. Our AEI process consists of the following three phases:

- *Phase I-Preliminary Assessments & Meetings:* We design and conduct preliminary assessment surveys for both community members and staff who will be engaged in listening sessions. Additional interviews may also be needed as part of this step. All of this helps to inform the design in Phase II and report in Phase III.
- *Phase II- Staff and Community Listening:* We always seek to engage both the community members and the staff that would help to lead this work through a number of community listening sessions. These 2.5-hour listening sessions help to identify barriers, opportunities and potential action steps.
- *Phase III-Report & Recommendations:* Recommendations on AEI will be based on findings, including action steps, staff capacity, and suggested implementation timelines. The report and recommendations may be incorporated into the overall planning reports and plan or presented as a stand-alone report.

All Staff Survey

An online staff survey will be designed to elicit information from *all* staff concerning library operations, programs, services, communication, aspirations and overall morale. The responses to this survey will also be collected via SurveyMonkey. A summary of the responses, as well as the raw data, will be made available to Library leadership. However, respondents will be ensured anonymity to encourage candor and a high response rate.

Staff SWOC Analysis

Library Strategies consultants will convene a SWOC analysis (Strengths, Weaknesses, Opportunities and Challenges) session with select staff members. This session provides an opportunity for internal stakeholders to express their insights and concerns in a collaborative session, and typically yield insights that complement and build upon the staff survey.

One-on-One Interviews

In preparation for Phase III, Library Strategies consultants will conduct 6-8 confidential phone interviews with key informants: long-serving Library trustees, Council members, lead government officials, key community leaders, and similar stakeholders.

The list of interviewees will be developed in consultation with the Library Director and Steering Committee. Ordinarily, questions focus on interviewees' perceptions of their community's most salient needs; what the Library can do (and is not already doing) to address them; and key challenges the Library is facing in its mission to enhance residents' quality of life.

Phase III: Community Retreat

Community Retreat

A day-long Community Retreat is the cornerstone of Library Strategies' unique Rapid Results Planning process. This nimble process has been used to generate strategic plans for libraries of all sizes across the country. The Retreat gathers a cross-section of users, non-users, diverse populations and key stakeholders all in one room. By including many participants from all walks of life, the Library gains valuable insights, while securing early buy-in and future advocates for its vision.

The Steering Committee should be prepared to help develop the invitation list – usually twice as many people as you realistically expect to attend – and then personally invite them by mail, phone or email (with possible follow-up phone calls). See Appendix A for a profile of attendee recommendations. All told, a retreat for a community of Evanston's size typically involves between 40 and 60 attendees.

The retreat agenda is structured as follows:

- 1. A short presentation by the Library Director on the current state and activities of the Library.** This gives all participants a baseline understanding of what the Library *currently* does.
- 2. An overview of findings and high-level issues.** Library Strategies consultants will present a brief overview of the findings from Phases I-II (notably the community survey), and a short list of strategic issues that have emerged.
- 3. A short presentation/discussion of key national/regional trends.** Trends

reviewed by the consultants might include technology, makerspaces, literacy programs, partnerships, community outreach, removal of barriers to service, etc. The two-fold goal is to offer participants a sense of what might be possible in terms of future directions, and encourage them to think broadly about the Library's role.

- 4. A large group, "big picture" visioning session (and development of goal areas).** This part of the retreat invites participants to brainstorm broad, strategic visions for the community -- and consider the Library's role as a contributor to resident's quality of life. This session will hone "goal areas" where the Library should concentrate its attentions over the next three to five years.
- 5. Small group strategy sessions.** At the end of the day, participants will be encouraged to dive deeper, by brainstorming specific strategies likely to move the Library closer to its big, overarching goals. (Focus areas and goals could address issues such as technology, community partnerships, AEI, early literacy, outreach, workforce development, public awareness, etc.)

Phase 4: Crafting Strategic and Implementation Plans

Strategic Plan & Dashboard Tool

Following the Retreat, Library Strategies consultants will draft a short, concrete Strategic Plan (typically 4 pages) for review by the Steering Committee. Depending on the Library's needs, the Plan may also include new or revised mission, vision or values statements.

The Steering Committee will determine whether the goals and strategies in the draft Plan are realistic (given finite resources, timetables, and their own evolving understanding of the community's needs). Our consultants will then make any necessary revisions, typically through a number of drafts until final approval.

Ultimately, Evanston Public Library's planning document will be translated into an easy-to-interpret graphic. This illustrative accompaniment can be presented to the full board of trustees, other governing bodies as applicable, and the community at large.

Library Strategies has found that long-range planning only *truly* works if it becomes a part of regular, daily culture. Therefore, Library Strategies will also provide an easy-to-use dashboard measurement tool to track the progress of the Strategic Plan over time. We recommend that the board review progress on the Strategic Plan at every regularly scheduled meeting.

Implementation Plan

In order to move the Plan forward, our process also includes a consultant-facilitated implementation planning step. Using the goals outlined in the approved Strategic Plan, staff collaborate on a detailed operating work or implementation plan to reach the Plan goal, with a primary focus on year 1 objectives.

Hallmarks of a Implementation Plan include:

- Action steps for reaching the strategic goals
- Resources needed (funding, staffing, strategic partners, etc.)
- Responsibility delegation
- Deadlines for task completion
- Outcomes or measures for each strategy

The Implementation Plan is usually an internal working document and *not* approved by the Board. In that way, it remains flexible and most useful to Library administration and staff. This Implementation Plan should become a regular discussion item at staff meetings and updated by the Library staff at least annually.

DELIVERABLES

Library Strategies will provide the following deliverables from the project activities:

- Community Survey Summary Report (*and raw data*)
- Staff Survey Summary Report (*and raw data*)
- Staff SWOC Analysis Write-Up/Notes
- Access, Equity and Inclusion Report/Recommendations
- Community Retreat Notes
- Draft and Final Strategic Plan (*including mission and vision statements, if needed*)
- Strategic Plan Tracking Dashboard
- Implementation Plan

CONSULTING TEAM

See appendices for consultant vitas.



STU WILSON is a Principal with Library Strategies and has served as a consultant with Library Strategies since 2007. Previously, he served as Director of the Friends and Foundation of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. Wilson brings years of experience in library fundraising, including capital projects and development plans; he has developed more than 40 strategic, development, and marketing plans for libraries; and has trained numerous library and foundation boards. Stu will co-lead the project.

TONI GARVEY is a Library Strategies Consultant and the former Director of the Phoenix Public Library for 15 years. Garvey has more than 25 years of experience as a public library administrator and has led strategic planning efforts for public libraries in addition to participating in more than a dozen library programming/design/construction projects. She was the 2004 *Library Journal* Librarian of the Year and President of PLA in 2002. Toni will co-lead the project and spearhead the implementation phase.



TISIDRA JONES has been working at the intersections of community engagement, policy change, access, equity and inclusion (AEI) for over 10 years. As the CEO of Strong & Starlike Consulting, Inc., Tisidra consults with government entities, foundations and nonprofits around AEI infrastructure planning; community engagement; convening cross-sector partners; program design; and policy and procedure drafting. She has worked with school districts, county governments, libraries, nonprofits and foundations, to name a few. As the Manager of Business Inclusion & Business Compliance for the City of Saint Paul, Tisidra managed and led teams charged with compliance and programming pertaining to economic inclusion. Tisidra will pla throughout the process, and spearhead community engagement processes.





DAVID KATZ is programs and services manager with Library Strategies. In that capacity, he manages the firm’s special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin – Madison. Katz will contribute remotely to the survey research, drafting of reports, and other data synthesis, as well as assist with overall project management.

The project team will be assisted by a strong “back room” of staff at the Friends of the Saint Paul Public Library, including two additional consulting staff, and two marketing and design professionals.

BUDGET

Library Strategies proposes to provide the above stated services for the following fees, plus expenses reimbursed at actual cost. Fees are based on a daily rate of \$1,500 (\$187.50 per hour).

Notes: (1) More than one consultant will be involved at various steps in the process. (2) Library Strategies does not charge for consultant travel time. (3) Expense estimates are included below, but actual expenses will be billed.

Consulting Fees:

Consultant Days

PHASE I: Preparation and Data Review

• Planning Committee meeting and facilities tours	1.0
• <u>Data collection and review</u>	<u>1.0</u>
PHASE I FEES:	2.0 days x \$1,500 = \$3,000

PHASE II: Stakeholder Input

• Create, post and manage online surveys (x2)	2.0
• Analyze and draft survey summary reports	2.0
• Access, equity and inclusion - three-phase process	8.0
• Staff SWOC analysis and write-up	0.5
• <u>Conduct stakeholder interviews</u>	<u>1.0</u>
PHASE II FEES:	13.5 days x \$1,500 = \$20,250

PHASE III: Community Retreat

- Launch retreat invitation process and retreat preparation 1.0
- Facilitate RRP community retreat 4.0

PHASE III FEES: 5.0 days x \$1,500 = **\$7,500**

PHASE IV: Strategic Plan: with Dashboard and Implementation

- Draft and finalize Strategic Plan 2.5
- Create Dashboard measurement tool 0.5
- Work with staff to develop Implementation Plan 3.0

PHASE IV FEES: 6.0 days x \$1,500 = **\$9,000**

TOTAL CONSULTING FEES: \$39,750

Estimated Expenses

5 roundtrip flights (from St. Paul to Chicago)	\$1,500
2 roundtrip flights (from Phoenix to Chicago)	\$800
10 nights hotel at \$150/night average	\$1,500
8 days ground transportation	\$800
Per diem @\$54/day [meals and incidentals]	\$540
Total Estimated Expenses:	\$5,140

TOTAL ESTIMATED FEES & EXPENSES \$44,890

The above outline of services and budget are flexible, and the budget would be adjusted based on the actual services needed by the Library. For instance, if the Library recently has conducted its own community or staff survey, those services would be an extraneous and the budget could be modified accordingly.

REFERENCES

Library Strategies has worked with hundreds of libraries across the country, offering our unique approach to planning designed *specifically* for public libraries. Here are highlights of other planning processes Library Strategies has conducted in recent years:

Champaign Public Library (IL)

In 2018, Library Strategies conducting Rapid Results Planning for the Champaign (IL) Public Library. This single-location library serves a college town of 85,000 – and parallels Evanston in a number of ways. Our partnership yielded an actionable, five-pronged strategic plan focused on increasing community collaborations; boosting on-site tech services; budgeting for an increase in open hours; refreshing the Library’s online presence and doubling down on “e- offerings”; and mitigating or altogether eliminating access barriers for sporadic and non-users.



Contact: Donna Pittman, Director - dpittman@champaign.org, 217-403-2040

Central Arkansas Library System (Little Rock)



Library Strategies recently completed an extensive strategic planning process for the Central Arkansas Library System. The library system, serving Little Rock and surrounding suburban areas with 12 branches, a main library and multiple special facilities, had not conducted a planning process since the 1980s. The planning process included a review of all facilities, budget review, community survey, staff survey and in-person meetings, and extensive meetings with Library leadership and the planning committee, and resulted in a major change in the Library’s community engagement and outreach. Additional consultation on the future of the library’s archives and fundraising development was also provided.

Contact: Nate Coulter, Executive Director, ncoulter@cals.org, 501-918-3033

St. Charles City-County Library District (MO)

Located in suburban St. Louis, St. Charles City-County Library District (SCCCLD) is a 12-branch system serving a population of 380,000. It boasts \$19m in annual operating funds, and a staff of 300. Library Strategies partnered with SCCCLD throughout 2018 on a comprehensive strategic planning process. Highlights included a thorough and illustrative benchmark analysis, a successful Visioning Retreat, and both community and staff surveys with high participation rates.



Contact: Jason Kuhl, CEO, jkuhl@stchlibrary.org

CONCLUSION

Library Strategies would be pleased to partner with the Evanston Public Library on its upcoming strategic planning process. We believe that our consultants' knowledge and experience with libraries nationwide, and in the region, positions us well to be an asset throughout this key period for the Library.

Thank you for considering this proposal.



**Library Strategies Consulting Group
The Friends of the Saint Paul Public Library
1080 Montreal Avenue, Ste. 2
Saint Paul, MN, 55116**

**Stu Wilson, Principal
stu@thefriends.org
651-253-3231**

librarystrategiesconsulting.org

APPENDIX A: RETREAT PARTICIPANTS

The Community Retreat is the cornerstone of the Rapid Results Planning process. While the exact composition of the group is determined in the process, Library Strategies strongly recommends that the retreat including the following:

- Lead library staff/staff representatives (3-5)
- Library board/trustees (3-4)
- Municipal/County, or other, public officials (2-3)
- Library Friends leaders (2-3)
- Head or staff from an affiliated regional or system library (1)
- Local school leaders and one or two teachers (2-4)
- Business leaders – from varied businesses or Chamber of Commerce (2-4)
- Representatives from other cultural or arts organizations (2-4)
- Representatives from social service agencies (2-4)
- Other governmental department heads (1-2)
- Religious leaders (1-2)
- Representatives from civic groups, such as Rotary or Kiwanis (1-2)
- Local philanthropic community, such as a community foundation, etc. (1-2)
- Colleges or university leadership – if in the area (1-2)
- Representatives from nearby military bases – if in the area (1-2)
- Local labor leaders (1-2)
- Homeschool community (1-2, if significant users of the Library)
- Include representatives from certain demographics important in the community and to the library (it is likely that there is some duplication from above stakeholders):
 - people from diverse groups in the community with notable populations
 - seniors
 - parents with small children (very good to have attend)
 - teenagers (Youth Council, etc.)
 - 20- and 30-somethings
 - people who are disabled
 - special library user groups
 - GLBTQ community
- Other groups that the planning team identifies as locally important

APPENDIX B: CONSULTANT VITAS

STU WILSON

Areas of Expertise

- Strategic Planning
- Fundraising and Development
- Board Training and Development
- Library Friends and Foundations
- Marketing and Public Awareness

Experience

2018-present Director/Principal, Library Strategies Consulting Group, Saint Paul, MN
2007-2017 Principal, Library Strategies Consulting Group, Saint Paul, MN
2008-2012 Executive Director, Friends/Foundation of the Hennepin County Library, Minneapolis, MN
1997-2008 Vice President, The Friends of the Saint Paul Public Library, Saint Paul, MN
1992-1996 Assistant Director, Silas Wright Museum/St. Lawrence County Historical Association, Canton, NY
1987-1989 Assistant Director, Michigan Literacy (based in Library of Michigan), Lansing, MI

Education

University of Oregon, M.A., Art and Architectural History, 1982
University of Wisconsin - Madison, B.S., History and Art History, 1979

Affiliations and Honors

Recent Board Service: Fitzgerald in Saint Paul, Minnesota Book Awards, Minnesota Library Foundation
Honors (personal or staff leader): National Award for Library Outreach, Institute of Museum and Library Services; Best Friends Award, Friends of Libraries USA; John Cotton Dana Award, American Library Association; John Sessions Memorial Award, American Library Association; Marshall Cavendish Award, American Library Association; Hispanic Community Service Award, Instituto de Arte y Cultura, Minneapolis

TONI GARVEY

Experience

- LIBRARY STRATEGIES CONSULTING GROUP, St. Paul, MN** **2013 – present**
- Staff planning and development
 - Strategic planning
 - Feasibility and facility studies
 - Development and implementation of advocacy plans
- PROVIDENCE ASSOCIATES LLC, Cottonwood, AZ** **2005 – 2017**
- Library strategic planning
 - Collection analysis
 - Service plan development
 - Facilities master planning
- PHOENIX PUBLIC LIBRARY, Phoenix, AZ** **1996 – 2011**
City Librarian
- LOUDOUN COUNTY PUBLIC LIBRARY, Leesburg, VA** **1987-1996**
Director (1992-1996); Assistant Director (1987-1992)

Education

Western Michigan University, BA and MSL

Professional Affiliations

American Library Association; Public Library Association (President 2002); Arizona Library Association; Urban Libraries Council

Honors

Library Journal Librarian of the Year, 2004

TISIDRA JONES, J.D.

Professional skills

- AEI Infrastructure Planning
- Strategic Planning / Thought Partner
- Taking a Holistic Approach to Program Design
- Drafting Policies and Procedures to Support Programs
- Implementing Programs

Experience

Founder & CEO– Strong & Starlike Consulting, Inc. – Saint Paul - 2017- Present

Leading community engagement; access, equity and inclusion (AEI) planning; research; program design; workshop design and policy creation for clients in government entities; school districts; nonprofits and small businesses. Steward AEI and infrastructure planning processes. Coach clients on strategic thinking during times of organizational change. In 2018, we engaged hundreds of people through scans, assessments and community engagement efforts.

Director, Creative Leadership Operations & Policy – Intermedia Arts – Minneapolis - 2016-17

Manager, Business Inclusion & Business Compliance – City of Saint Paul – 2013-16

Education

University of St. Thomas School of Law, Juris Doctorate, 2012

George Mason University, B.A. in Music, 2008

DAVID KATZ

Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management
- Research and Project Management

Experience

2012-present	Programs and Services Manager, Library Strategies, St. Paul, MN <i>Responsibilities include serving as manager of the Minnesota Association of Library Friends, coordinating the metro-wide Club Book author series, co-coordinating the Minnesota Book Awards, and research and project management support for Library Strategies Consulting Group</i>
2011-2017	Research Consultant, Minnesota Historical Society, St. Paul, MN
2012-present	Office Manager, Minnesota Assoc. of Library Friends, St. Paul, MN
2008-2011	Communications Assistant, Schreiber Inc., Green Bay, WI

Education

B.A. (Journalism) – University of Minnesota
B.A. (History) – University of Minnesota
MLIS – University of Wisconsin, Madison

APPENDIX C: RECENT AND CURRENT CLIENT LIST

Strategic Planning:

Anoka County Library (MN)
Arlington Heights Public Library (IL)
Bayport Public Library (MN)
Bozeman Public Library (MT)
Brentwood Library (TN) – 2 rounds
Bridgman Public Library (MI)
Central Arkansas Library System (Little Rock, AR)
Champaign Public Library (IL)
Chattahoochee Valley Libraries (GA)
Clarksville-Montgomery County Public Library (TN) – 2 rounds
Commerce Township Public Library (MI)
Council of State Library Agencies (KY)
Cromaine District Library (MI)
Crystal Lake Public Library (IL)
Davenport Public Library (IA)
Decatur Public Library (IL)
Duluth Public Library (MN)
Friends of the Bozeman Library (MT)
Friends of the Maple Lake Library (MN)
Glencoe Public Library (IL)
Gwinnett County Library (GA)
Hudson Area Joint Library (WI)
King Abdul Aziz Library (Riyadh, Saudi Arabia)
Kingsport Public Library (TN)
Lewis & Clark Public Library (Helena, MT)
Loudoun County Public Library (VA)
Menomonie Public Library (WI)
Meridian Library District (ID)
Minnesota Genealogical Society (MN)
Muskegon Area District Library (MI)
Newark Public Library (NJ)
Normal Public Library (IL)
Palm Springs Public Library (CA)
SAMMIE regional system (MN)

Schlow Centre Region Library (State College, PA)
SELCO/SELS regional system (MN)
SENYLRC regional system (NY)
St. Charles City-County Library District (MO)
Stillwater Public Library (MN)
Traverse des Sioux Library System (MN)
Washington County Library System (MN)
Washington County Library System (PA)
White Plains Public Library (NY) – 2 rounds
Wilsonville Public Library (OR)
Wisconsin Dept. of Public Instruction
Woburn Public Library (MA)

Facilities Planning/Assessments:

Big Horn County Public Library (WY)
Brentwood Library (TN)
City of Byron (MN)
Clarksville-Montgomery County Library (TN)
Duluth Public Library (MN)
Franklin County Library System (PA)
Gardiner Community Library (MT)
Kingsport Public Library (TN)
Marathon County Library (WI)
Marathon Public Library (TX)
Park Rapids Public Library (MN)
Racine Public Library (WI)
Shawano Public Library (WI)
Swarthmore Public Library (PA)

In addition to the above planning related clients, Library Strategies has worked with numerous libraries across the country and internationally, providing such services as feasibility studies, capital campaigns, development plans, staff plans, advocacy training, board training, marketing, and program evaluation.



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed Change to Non-Resident Card Fee

Date: April 10, 2020

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property tax sources or its equivalent is divided by the population to yield the per capita library property tax support. This amount is then multiplied by the average number of persons per household (per the 2010 census) to produce the recommended non-resident fee of \$219.00. Our non-resident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant.

A	Local Property Tax Support	\$7,252,200
B	Population	74,486
C	A divided by B	\$97.36
D	Average number of people per household	2.25
E	NR Fee = C * D	\$219.00

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 7 active non-resident card users per year. Most are purchased by Chicago residents who wish to check out more than 50 items per visit to the Library and access to our e-resources. The Library anticipates higher demand now that Robert Crown is open. Our current non-resident card fee is \$208.00 per year effective May 1st.

Recommendation: Staff recommends Board approval of increasing the non-resident library card fee to \$219.00 per year effective May 1st.